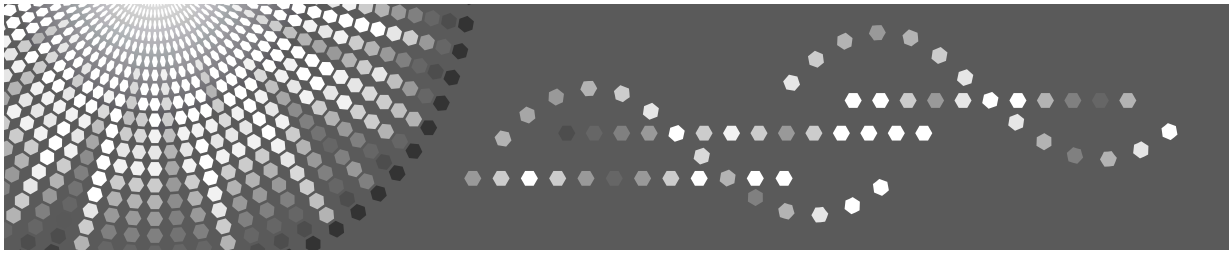
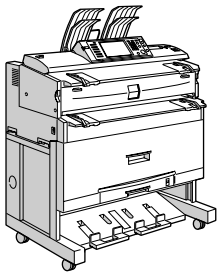


2404*WD*/***2406****WD*
GWD2004/GWD2006
LW324/LW326
Aficio™ MP W2400/W3600

Operating Instructions

Copy/Document Server Reference



1 Placing Originals
2 Copying
3 Document Server
4 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see “Machine Types”, About This Machine.)

- Type 1: 2404WD/GWD2004/LW324/Aficio MP W2400
- Type 2: 2406WD/GWD2006/LW326/Aficio MP W3600

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

Important

- ❒ Media differ according to manual.
- ❒ The printed and electronic versions of a manual have the same contents.
- ❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- ❒ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.
- ❒ For details about the functions of RW-3600, refer to the manuals for this option.

❖ **About This Machine**

Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ **General Settings Guide**

Explains User Tools settings, and Address Book procedures such as registering e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ **Troubleshooting**

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

❖ **Security Reference**

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Copy/ Document Server Reference**

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

❖ **Printer Reference**

Explains Printer functions and operations.

❖ **Scanner Reference**

Explains Scanner functions and operations.

❖ **Network Guide**

Explains how to configure and operate the machine in a network environment, and use the software provided.

❖ **Other manuals**

- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

Note

❒ Manuals provided are specific to machine types.

❒ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

❒ "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

What You Can Do with This Machine

Functions differ depending on machine type and options.

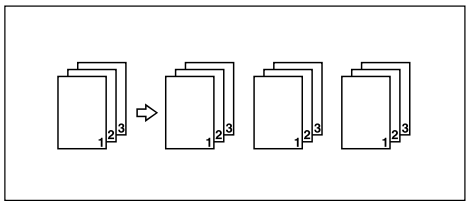
Reference

See p.3 “Functions Requiring Optional Configurations”.

Assembling Copies as Sets in Sequential Order

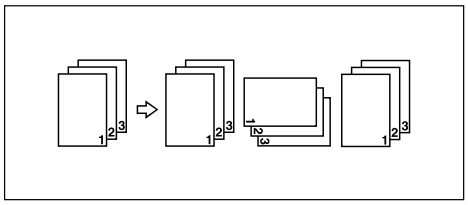
❖ **Sort**

Copies are assembled as sets in sequential order.
See p.118 “Sort”.



❖ **Rotate Sort**

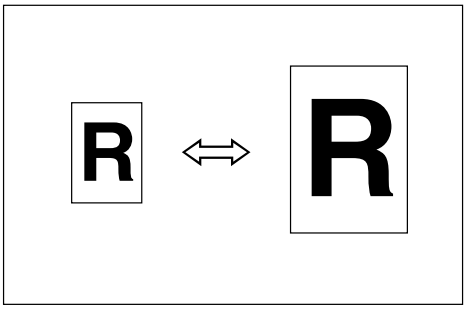
Every other copy set is rotated by 90 degrees and delivered to the copy tray.
See p.118 “Sort”.



Types of Magnification

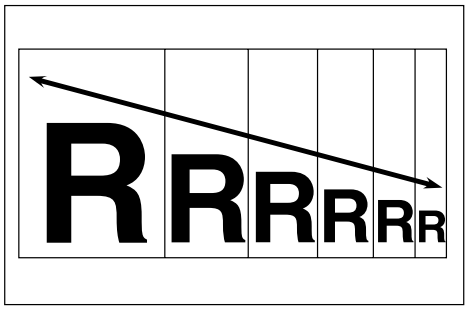
❖ **Preset Reduce/Enlarge**

You can select a preset reproduction ratio for copying.
See p.60 “Preset Reduce/Enlarge”.



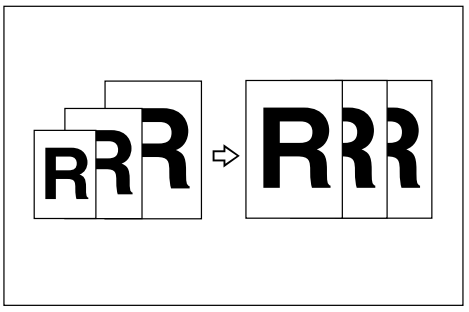
❖ **Zoom**

You can change the reproduction ratio in increments of 0.1%.
See p.61 “Zoom”.



❖ **Auto Reduce/Enlarge**

The machine selects an appropriate reproduction ratio based on the paper and original sizes you select.
See p.64 “Auto Reduce/Enlarge”.

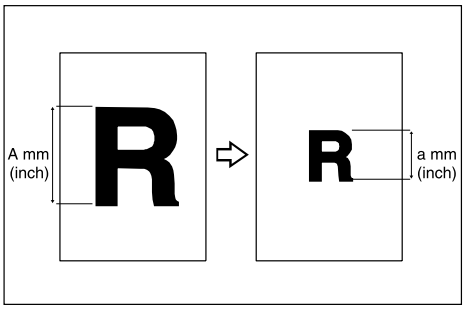


❖ **User Auto Reduce/Enlarge**

Copies to a selected size for each original size.
See p.66 “User Auto Reduce/Enlarge”.

❖ Size Magnification

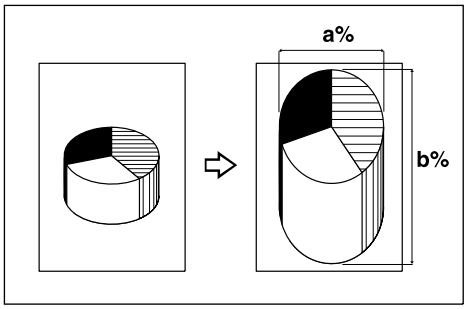
Calculates a reproduction ratio based on the lengths of original and copy.
See p.68 “Size Magnification”.



ANP059S

❖ Directional Magnification (%)

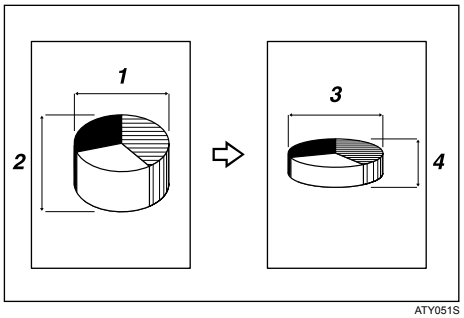
You can specify the horizontal and vertical reproduction ratios, individually.
See p.69 “Directional Magnification (%)”.



ATY050S

❖ Directional Magnification (inch)

You can specify the horizontal and vertical lengths of the original and copy image.
See p.72 “Directional Magnification (inch)”.



ATY051S

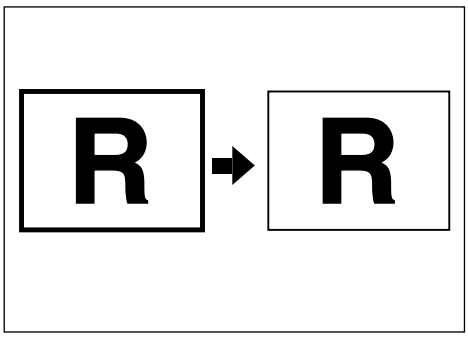
❖ Fine Magnification

Calculates the correction ratios to produce copies that are close to the actual image size.
See p.74 “Fine Magnification”.

Types of Adjustment/Erase

❖ Erase Border

Erases the edge margin of the original image.
See p.78 “Erase Border (Same Width)” and p.79 “Erase Border (Different Width)”.



ZEDX080J

❖ Erase Inside

Copies the original while erasing a specified area.
See p.81 “Erase Inside”.

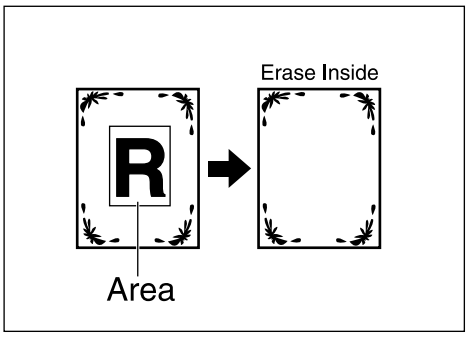


ABB524S

❖ Erase Outside

Copies the original while erasing outside a specified area.
See p.83 “Erase Outside”.

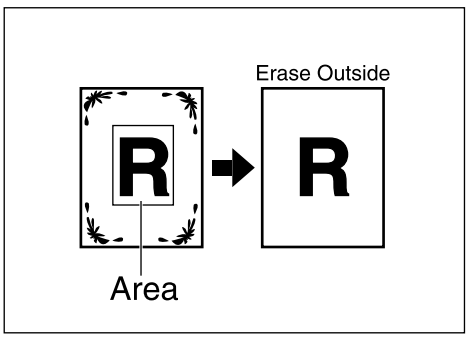
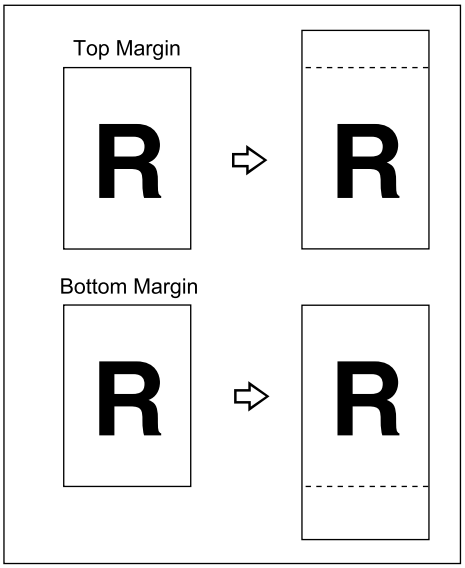


ABB526S

❖ **Margin Adjustment**

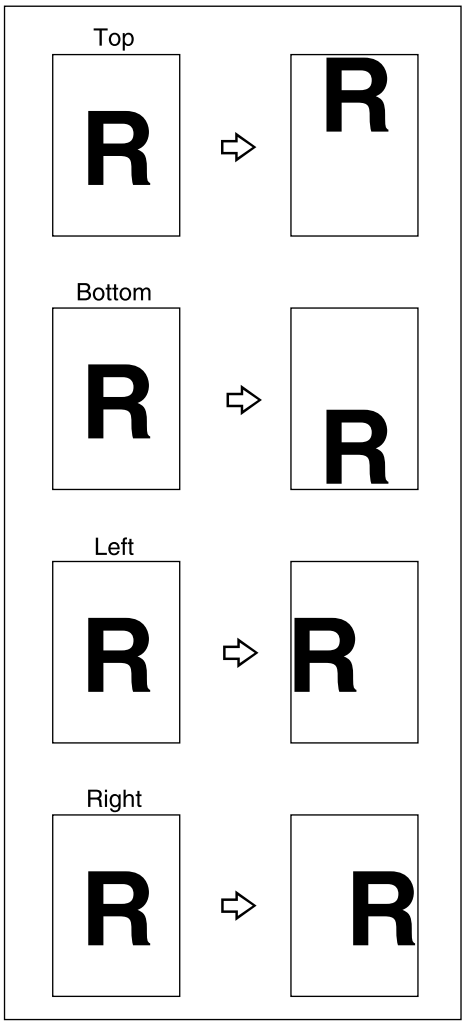
When Synchro Cut is selected, you can create a margin on the copy's leading and trailing edge.

See p.84 “Margin Adjustment”.



❖ **Adjust Print Position**

Moves (shifts) the copy image up, down, left, or right to create a margin.
See p.116 “Adjust Print Position”.

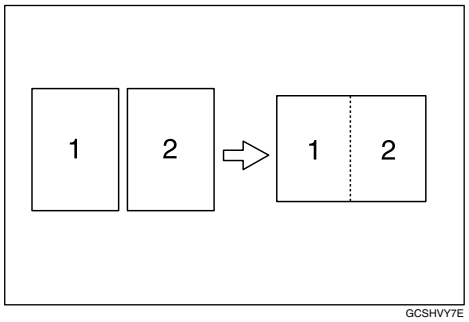


ZEDG110E

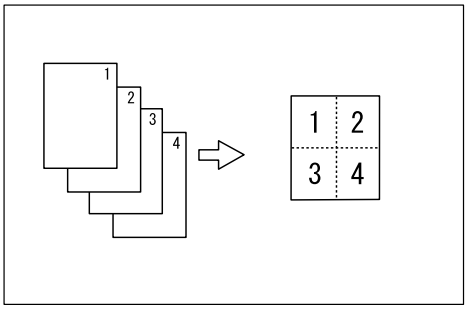
Types of Combine

Combines several pages onto one side of a sheet.

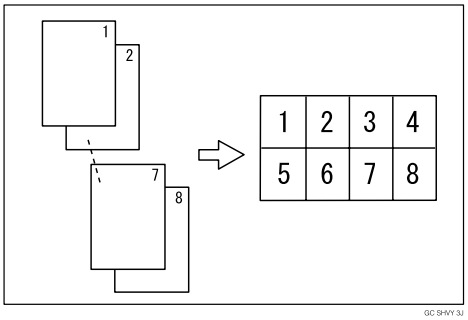
See p.76 “Combine”.



GCSHVY7E



GC SHVY 8J

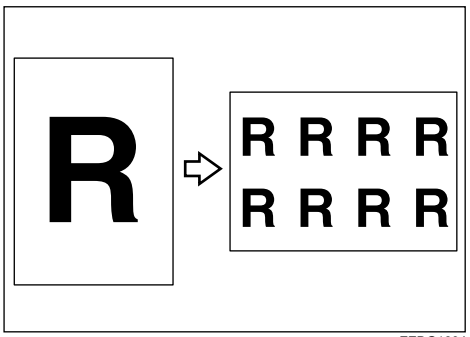


GC SHVY 3J

Types of Edit

❖ **Image Repeat**

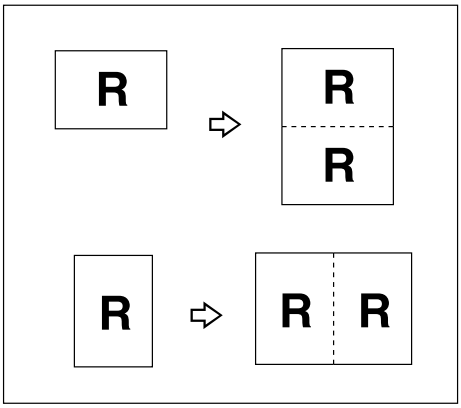
Repeatedly copies the entire image.
See p.105 “Image Repeat”.



ZEDG180J

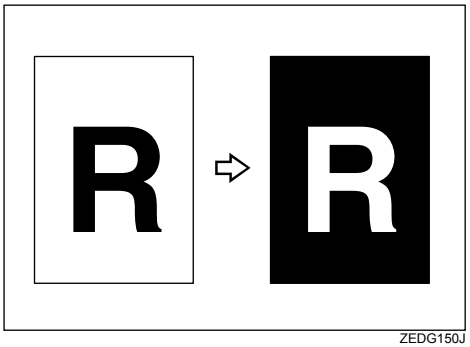
❖ **Double Copies**

One original image is copied twice on one sheet.
See p.106 “Double Copies”.



❖ **Positive/Negative**

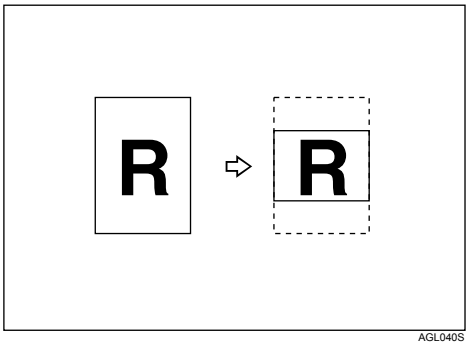
Copies an image inverted.
See p.107 “Positive/Negative”.



ZEDG150J

❖ Partial Copy

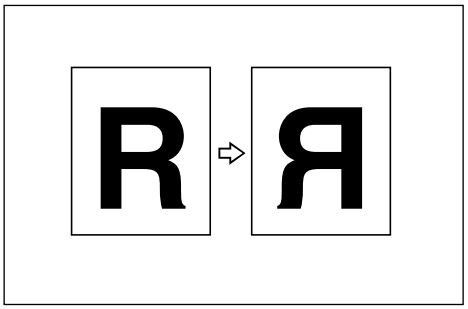
Copies only a specified portion of the original.
See p.108 “Partial Copy”.



AGL040S

❖ Mirror Image

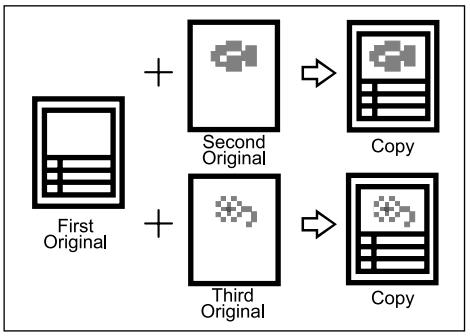
Copies by reversing the image from left to right, as reflected in a mirror.
See p.110 “Mirror Image”.



GCMILL1J

❖ Format Overlay

Combines two images onto one copy.
See p.111 “Format Overlay”.

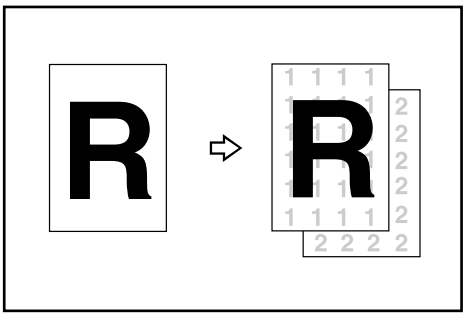


ATY036S

Types of Stamp

❖ Background Numbering

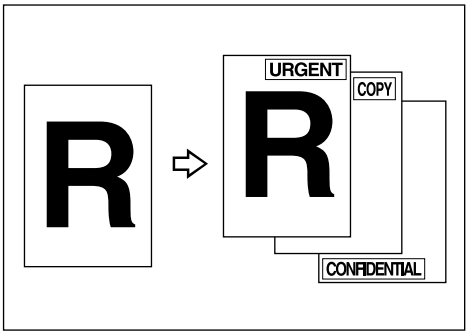
Prints numbers on the background of copies.
See p.86 “Background Numbering”.



GCSTMP2J

❖ Preset Stamp

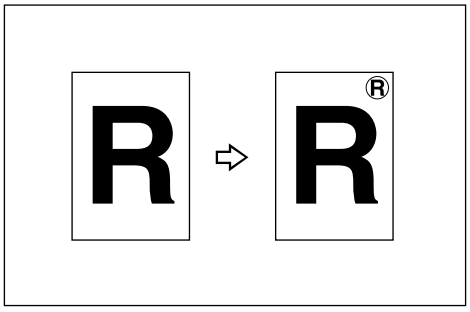
Preset messages are stamped on copies.
See p.87 “Preset Stamp”.



GCSTMP1E

❖ User Stamp

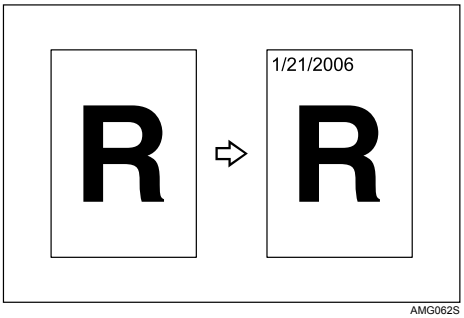
Copies a scanned image as a stamp.
See p.90 “User Stamp”.



GCSTMP0E

❖ **Date Stamp**

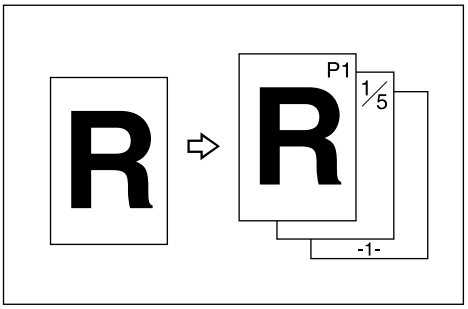
Prints dates on copies.
See p.96 “Date Stamp”.



AMG062S

❖ **Page Numbering**

Prints page numbers on copies.
See p.99 “Page Numbering”.



CP2G0100

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How to Read This Manual

Note

❒ For proper use of this product, be sure to read About This Machine first.

❒ Supplementary information about the copier mode is described in "Supplementary Information".

Reference

p.156 "Supplementary Information"

About This Machine

Symbols

This manual uses the following symbols:

⚠ WARNING:

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

⚠ CAUTION:

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

【 】

Indicates the names of keys on the machine's control panel.

Names of Major Options

Major options for this machine are referred to as follows:

- Roll Feeder Type 240A → Paper roll tray 1
- Roll Feeder Type 240B → Paper roll tray 2
- Paper Cassette Type 240 → Cut paper tray
- Table Type 240 → Table
- Folder FD6500A → Folding finisher

Terms

- Long length original/paper
  Original/paper length longer than 1189 mm (46.8").

Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options as follows:

Auto Paper Select: Paper roll tray 1, Paper roll tray 2, Cut paper tray

User Auto Reduce/Enlarge: Paper roll tray 1, Paper roll tray 2, Cut paper tray

Lower Copy Output: Paper roll tray 1, Paper roll tray 2, Table

Rotate Sort: Paper roll tray 1, Paper roll tray 2, Cut paper tray

Synchro Cut: Paper roll tray 1, Paper roll tray 2

Preset Cut: Paper roll tray 1, Paper roll tray 2, Cut paper tray

Variable Cut: Paper roll tray 1, Paper roll tray 2

Fan Fold: Folding finisher

Note

❒ Paper roll tray 1 or 2 is required to install the cut paper tray.

❒ Depending on the model you are using, some options may be provided as standard. For more information, see "Options", About This Machine.

Reference

p.12 "Copy Output Locations"

p.54 "Auto Paper Select"

p.56 "Setting the Length of Copy Paper Cut"

p.66 "User Auto Reduce/Enlarge"

p.118 "Sort"

p.121 "Fan Fold"

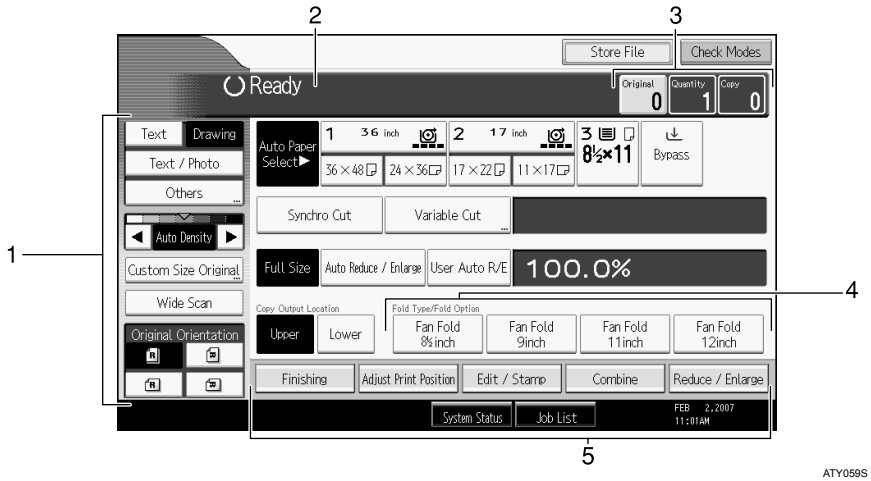
"Options", About This Machine

Display

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like Auto Reduce / Enlarge. Keys appearing as Auto Reduce / Enlarge cannot be used.

❖ Initial copy display



ATY059S

1. **Use this area to specify the original type, original orientation, image density level, and other settings.**

2. **Displays operational status and messages.**

3. **Displays the numbers of originals scanned, copies set, and copies made.**

4. **Use this area to select the fold function and related options.**

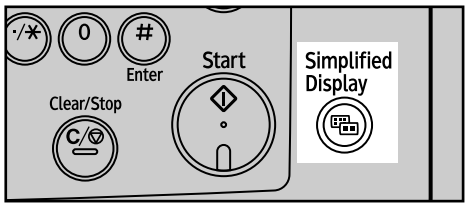
5. **Displays available functions. Press a function to display its menu.**

Simplified Display

This section explains how to switch to the simplified display.

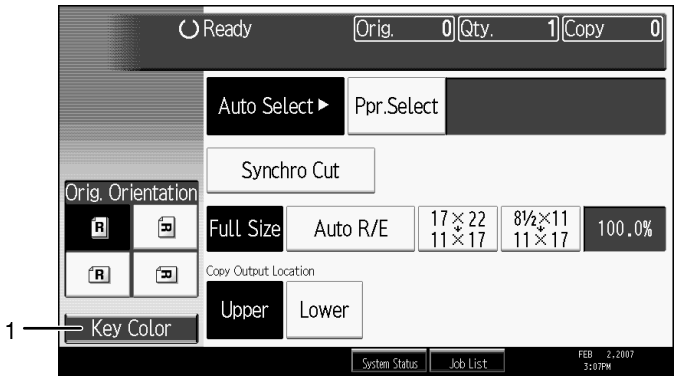
When you press the【**Simplified Display**】key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



ATY042S

❖ Example of a simplified display



ATY060S

1. [Key Color]

Press to increase screen contrast.

This is available only for the simplified display.

Note

❒ To return to the initial display, press the【**Simplified Display**】key again.

❒ Certain keys do not appear on the simplified display.

User Tools Menu (Copier / Document Server Features)

This section describes items that can be specified on the Copier / Document Server Features screen. The Copier / Document Server Features screen can be displayed by pressing the **【User Tools/Counter】** key. For details about how to set up these items, see General Settings Guide.

❖ General Features

Item	Description
Auto Image Density Priority	You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.
Copy Quality	Adjust the finish for each original type (Text, Drawing, Text/Photo, Photo, Background Lines, Patched Original).
Image Density	Specify the copy image density for each original type (Text, Drawing, Text/Photo, Photo, Background Lines, Patched Original, Generation Copy).
Max. Copy Quantity	The maximum copy quantity can be set between 1 and 99.
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.
Job End Call	You can choose whether or not the beeper sounds when copying is complete.

❖ Reproduction Ratio

Item	Description
User Reduce/Enlarge Ratio	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change registered Reduce/ Enlarge ratios.
Reproduction Ratio	Specify the enlargement and reduction ratios that appear if **[Reduce / Enlarge]** is pressed on the copier screen.
Reduce/Enlarge Ratio Priority	You can set the ratio that has priority when **[Reduce / Enlarge]** is pressed on the copier screen.
Magnification Key Display	Specify which scale's reproduction ratios shown on the initial display.
User Auto Reduce / Enlarge:	Define a user auto reduce/enlarge ratio for each document size when copying with the User Auto Reduce / Enlarge feature.

❖ Edit

Item	Description
Adjust Position	Specify the default setting for Print Position Adjustment.
Erase Border Width	Specify the width of the border to be erased.
Erase Original Shadow in Combine	In Combine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original.
Image Repeat Separation Line	You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.
Double Copies Separation Line	You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.
Separation Line in Combine	You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.
Copy Order in Combine	You can set the copy order in Combine mode to Left to Right or Top to Bottom.
Program / Delete Format	Store a format (background) image for use with Format Overlay. You can store up to four formats.
Margin Adjustment Priority	Specify the default setting for the margin size.
Partial Copy Size	Specify the default settings of the start position (Y1) and the copy size (Y2).

❖ Stamp

Item	Description
Background Numbering	
Size	You can set the size of the numbers.
Density	You can set the density of the numbers.
Preset Stamp	
Stamp Language	You can select the language of the message printed in Stamp mode.
Stamp Priority	You can select the stamp type given priority when **[Preset Stamp]** is pressed.
Stamp Format	Specify how each of stamp is printed.
User Stamp	
Program / Delete Stamp	You can register, change, or delete user stamps.
Stamp Format: 1-4	Specify how each of registered User Stamps 1 to 4 is printed.
Date Stamp	
Format	You can select the date format for Date Stamp mode.
Font	You can select the Date Stamp font.
Size	You can set the Date Stamp size.
Superimpose	You can have the Date Stamp printed in white when it overlaps black parts of the image.
Stamp Setting	Specify how Date Stamp is printed.

Item	Description
Page Numbering	
Stamp Format	You can select the page number format given priority when **[Page Numbering]** is pressed.
Font	You can select the font of the page number.
Size	You can set the size of the stamp printed in Page Numbering mode.
Page Numbering in Combine	You can set page numbering when using the Combine function and Page Numbering function together.
Stamp Position:P1,P2...	Specify how each of stamp is printed.
Stamp Position:1/5,2/5...	Specify how each of stamp is printed.
Stamp Position:-1-,-2-...	Specify how each of stamp is printed.
Stamp Position:P.1,P.2...	Specify how each of stamp is printed.
Stamp Position:1,2...	Specify how each of stamp is printed.
Stamp Position:1-1,1-2...	Specify how each of stamp is printed.
Superimpose	You can have page numbers printed in white when they overlap black parts of the image.
Page Numbering Initial Letter	You can select the page numbering initial letter between "P1,P2.../ P.1,P.2..." and "S1,S2.../ S.1,S.2...".

❖ Input / Output

Item	Description
Rotate Sort: Auto Paper Continue	Specify to continue copying when paper of the required orientation has run out during rotate sort.
Customize Function: Fold Type/Fold Option	Specify which "Fold Type/Fold Option" has priority to be shown on the initial display.

❖ Administrator Tools

Item	Description
Menu Protect	You can prevent unauthenticated users from changing the user tools.

1. Placing Originals

This chapter describes original and copy output locations, the types of originals you can set, and how to place originals.

Original and Copy Output Locations

Specify original and copy output locations before copying.

Original Output Locations

Two types of original output locations are available.

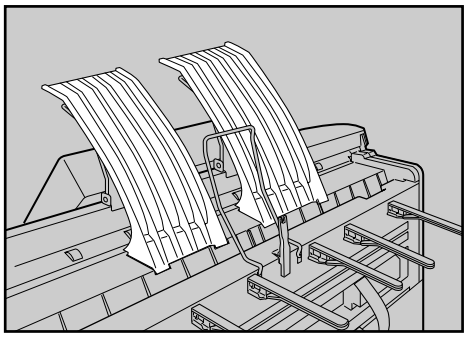
❖ **Original Upper Output**
This is the basic original output location.
Originals are ejected onto the original stacker.

❖ **Original Rear Output**
Originals are ejected onto the original output guides. When copying thick or hard originals, select this output location.

Original upper output

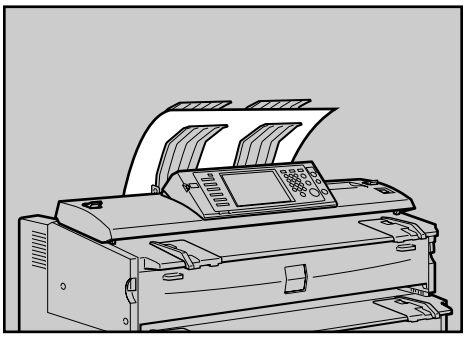
Originals are ejected onto the original stacker.

1 **Check the upper output stackers are correctly installed on the top of the machine.**



ATZ078S

Originals are ejected onto the original stacker.



ATZ021S

The original stacker can hold one original at a time. Remove each original after it is ejected by holding its leading edge.

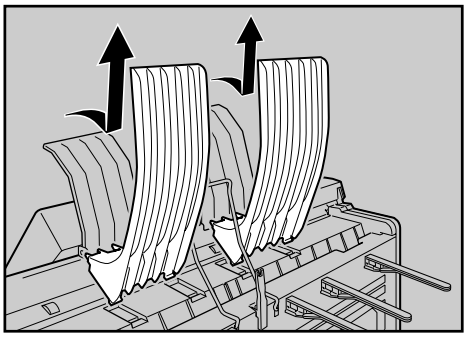
Note

- ❒ If the original is larger than A1 (D)□, select original rear output.
- ❒ If the original is heavier than 157 g/m^2 (41.8 lb.), select original rear output.
- ❒ If the original is plain paper not heavier than 52.3 g/m^2 (13.9 lb.) or translucent paper not heavier than 80 g/m^2 (21.3 lb.), select original rear output.
- ❒ When copying a rolled original, prevent it curling up on the stacker by holding its leading edge as it is ejected.

Original rear output

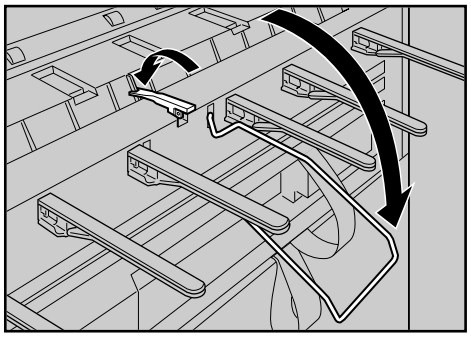
Originals are ejected onto the original output guides.

1 **Remove the upper output stackers.**



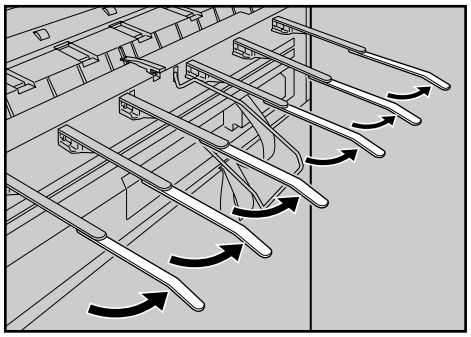
ATZ022S

2 **Lower the upper output guide and the original exit switching lever at the machine's rear.**



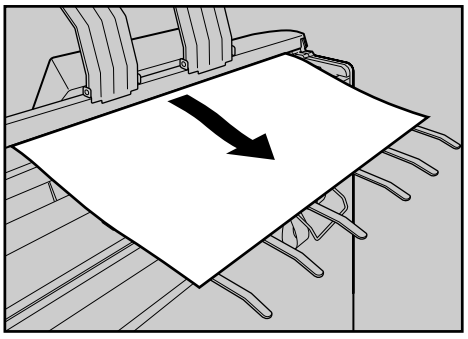
AAJ503S

3 **Extend the original output guides.**



AAJ504S

Originals are ejected onto the original output guides.



ATZ023S

Copy Output Locations

Two types of copy output locations are available.

❖ **Upper Copy Output**
Copies come out between the upper output stacker and upper output guide on the machine's top. When copying sizes up to A1 (D)⊐, we recommend selecting upper copy output.

❖ **Lower Copy Output**
Copies come out to the lower output stacker through the lower output exit and lower output tray at the machine's rear. When copying A1 (D)⊏ or A0 (E)⊏, select lower copy output.

The table below shows you how many sheets can be stacked.

Copy output location	Plain paper	Translucent paper
Upper copy output (A1 (D) ⊐ or smaller)	50 sheets	10 sheets
Lower copy output (A1 (D)⊏ or A0 (E)⊏)	40 sheets	1 sheet
Rear copy output* (A1 (D)⊏ or A0 (E)⊏)	10 sheets	1 sheet

* The optional rear stacker is required.

Note

❒ If copies exceed the upper limit, paper jams may occur. Remove the copies from the stacker.

❒ When copying onto film, hold the leading edge of the copied film, remove it from the stacker, and then place it on a level surface.

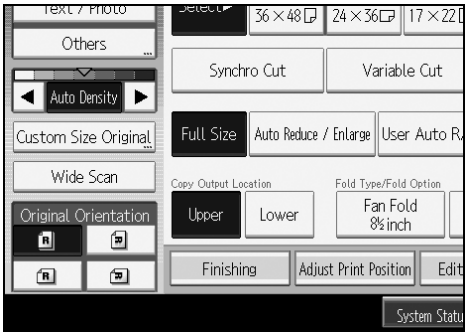
Reference

p.3 “Functions Requiring Optional Configurations”

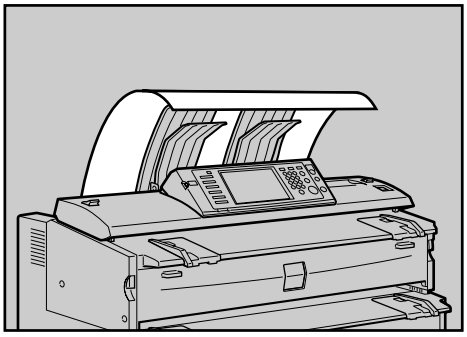
Upper copy output

Copies come out between the upper output stacker and upper output guide.

1 Make sure [Upper] is selected under Copy Output Location.



Copies come out between the upper output stacker and upper output guide.

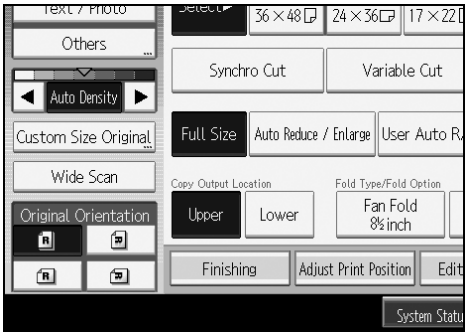


ATZ024S

Lower copy output

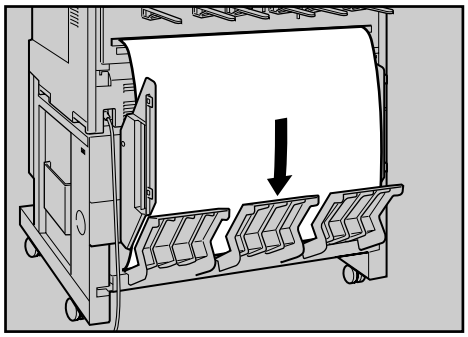
Copies come out to the lower output stacker.

1 **Select [Lower] under Copy Output Location.**

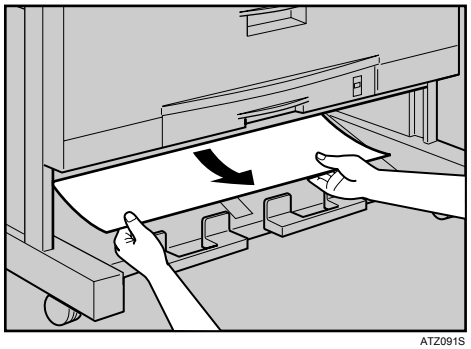


Note

- If you copy a rolled original using the lower output auxiliary guide, and lower copy output is selected for the copy output location, the original in the lower output auxiliary guide may interfere with copy output. This may damage originals or cause paper jams. In such case, select Synchro Cut.
- Copies are ejected from the lower output exit onto the lower output tray, and then sent to the lower output stacker at the machine's front. Remove the copies from the stacker.



ATZ083S



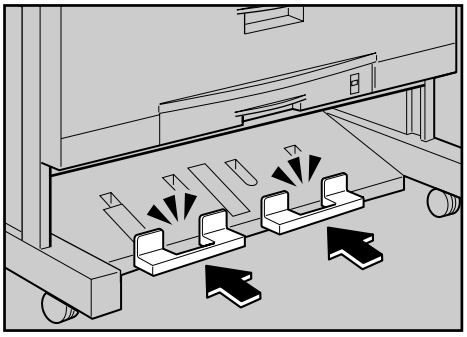
ATZ091S

❒ When lower copy output is specified for A1 (D)□ or A0 (E)□ size paper, attach the lower output guides to the machine.

❒ You cannot stack A1 (D)□ and A0 (E)□ size paper on the lower output stacker at the same time. Remove stacked paper from the lower output stacker before you change the paper size.

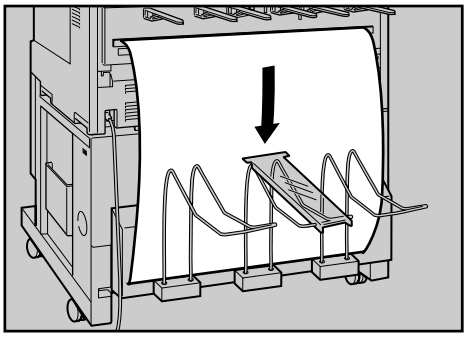
❒ When using thick paper, the last sheet to be ejected may remain in the output exit. If this happens, remove it.

❒ Do not pull out the lower output auxiliary guide when lower copy output is selected. Otherwise, copies may not be stacked properly. When it is hard to remove the copies from the lower output stacker, pull out the guide.



ATZ079S

❒ If the optional rear stacker is installed instead of the lower output tray and if you select lower copy output, copies come out to the rear stacker at the back of the machine (Rear copy output).



ATZ025S

Reference

p.29 “Setting Rolled Originals”

p.56 “Synchro Cut”

Originals

This section describes the types of originals that can be placed, and missing image area.

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-compatible originals for this machine:

❖ Metric version

Where original is placed	Original size	Original weight
Original table	Standard sizes: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS Custom sizes: Length: 210 – 15000 mm Width: 210 – 914 mm (including B1 ISO, 625 mm×880 mm, 440 mm×625 mm) (Maximum width 960 mm)	20.9 – 157 g/m^2 (18 – 135 kg) and 0.03 – 1 mm thick originals

JIS: Japanese Industrial Standard

ISO: International Organization for Standardization

❖ Inch version

Where original is placed	Original size	Original weight
Original table	Standard sizes: • Engineering E (34"×44"), D (22"×34"), C (17"×22"), B (11"×17"), A ($8^1/_2$"×11") • Architecture E (36"×48"), 30"×42", D (24"×36"), C (18"×24"), B (12"×18"), A (9"×12") • Other $8^1/_2$"×12", $8^1/_2$"×13", $8^1/_2$"×14", 11"×14", 11"×15", 12"×$14^1/_2$", 30"×21" Custom sizes: Length: 8.3" - 590.5" Width: 8.3" - 36.0" (Maximum width: 37.8")	20.9 - 157 g/m^2 (5.6 - 41.8 lb.) and 1.1 Mil - 40 Mil thick originals

Originals that should be scanned using the carrier sheet

The following types of originals should be mounted on the carrier sheet. You should also use the carrier sheet for important originals and for originals you will copy repeatedly.

- Cut and pasted originals
- Originals with fold lines
- Wrinkled or torn originals
- Waved originals
- Punched originals
- Originals with sticky tape or adhesive
- Pasted originals
- Originals with a damaged leading edge
- Originals with surfaces that attach to glass easily such as photographs
- Originals drawn in pencil

Reference

p.28 “Setting the Carrier Sheet”

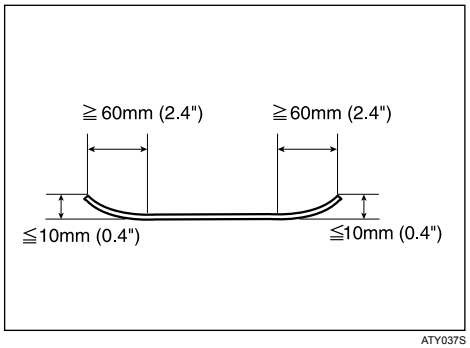
Non-compatible originals

The following types of originals can cause jams, or may itself be damaged.

- Originals other than those specified in “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Bent, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Thin and soft originals such as translucent paper
- Bound originals such as books
- Damp originals
- Badly curled originals
- Originals that vary in thickness
- Originals with sticky tape or adhesive
- Originals with thick leading edges
- Originals with wet ink or correction fluid
- Carbon-backed originals
- Originals not made of paper (such as glass, metal)
- Originals with a roll diameter smaller than ϕ35 mm (ϕ1.4")
- Originals with a roll diameter larger than ϕ110 mm (ϕ4.3")

Flatten curled originals so they fit within the range shown below.

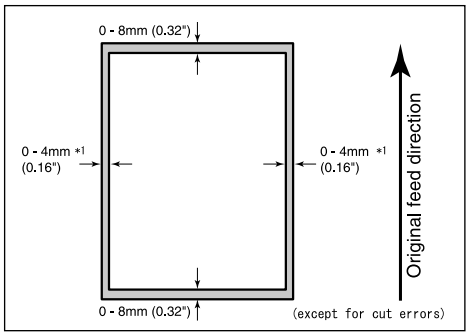
- Front and back curl; R 60 mm (2.4") or more, height 10 mm (0.4") or less



Originals that use more than 20% of the image area, may be faint.

Missing Image Area

Part of the original may not be copied as shown below (full-size copying on paper roll).



*1: Left and right, less than 5 mm (0.2")

Placing Originals

This section describes the procedure for placing originals on the original table.

Important

- ❒ Set one original at a time on the original table.
- ❒ Once an original start to feed in, do not push or pull it. This may damage the original.
- ❒ If the original's rear edge is badly curled, smooth it out with both hands before scanning. If the original is inserted as is, it may be damaged.
- ❒ When inserting an original, push it lightly against the rollers. Pushing it with force may cause an original jam.
- ❒ When inserting an original, be careful not to put the trailing edge into the entrance of the bypass tray. This will cause an original jam.

Note

- ❒ Place originals after any correction fluid or ink has completely dried. Not taking this precaution will result in a dirtied exposure glass and blemished copies.
- ❒ Dust and residue from originals drawn with a pencil can result in a dirtied exposure glass and blemished copies. We recommend using the carrier sheet for this type of original.

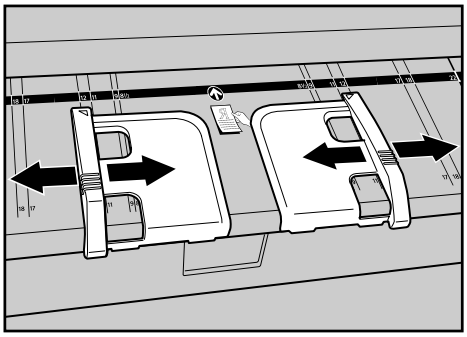
Placing Originals on the Original Table

Place originals on the original table.

1 **Make sure "`Ready`" appears on the screen.**

2 **Adjust the original guides to the size and orientation of the original.**

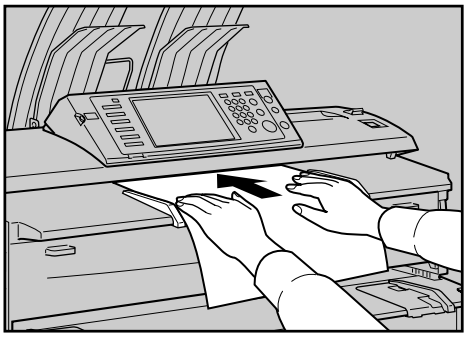
Make sure the original guides are flush against the original. Do not push the original guide side fence with force.



ATY068S

3 Using both hands, carefully insert the original between the original guides, copy side down.

Place the original centrally, so that the space on either side of its edges is even. Then push it carefully in, so that it makes light contact with the feed rollers. Support the original with your hands until it feeds in.



ATZ027S

Note

- ❒ After inserting an original, do not try to handle it. Support it, if necessary, so as not to interrupt feeding.
- ❒ When copying rolled originals, use the lower output auxiliary guide.
- ❒ You can change the original feed delay setting if originals are repeatedly feeding in slanted, or if you need to adjust the delay for the type of originals you are using. See "Original Feed Delay 1", General Settings Guide.

Reference

p.9 "Original Output Locations"

p.16 "Originals"

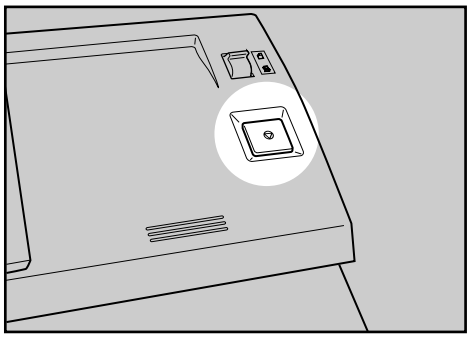
p.28 "Setting the Carrier Sheet"

p.29 "Setting Rolled Originals"

"General Features (System Settings)", General Settings Guide

To stop originals feeding in

If the originals are feeding in slanted, or jamming, etc., press the 【Scanner Stop】 key to stop them feeding in.



AAJ505S

Note

❒ When you press the 【Scanner Stop】 key, the original stops immediately, which can cause it to jam. When this happens, see "Clearing Misfeeds", Troubleshooting.

❒ When you have set original rear output as the original output location, the rear edge of the originals is held at the output exit. To cancel this, press the 【Scanner Stop】 key.

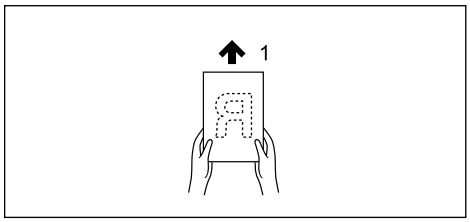
Reference

p.9 "Original Output Locations"

"Clearing Misfeeds", Troubleshooting.

Original Orientation

Place the original face down on the original table so that the top of the original feeds in first.



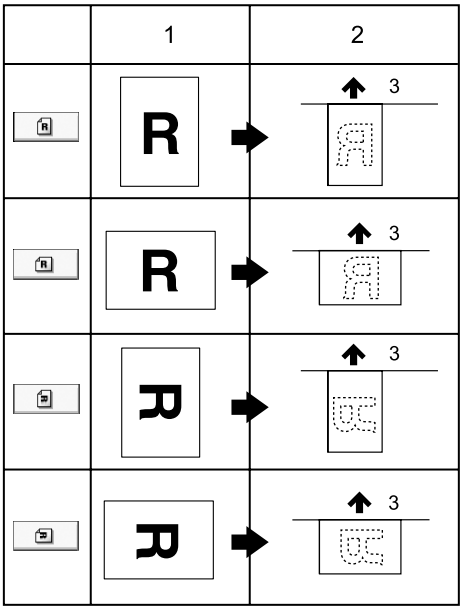
ATY011S

1. **Original feed direction**

When you cannot place the original as the above, you may not make copies as you want with particular functions.

If this happens, change the orientation by selecting [ ] or [ ].

The relationship between Original Orientation and the actual orientation of originals is as follows:



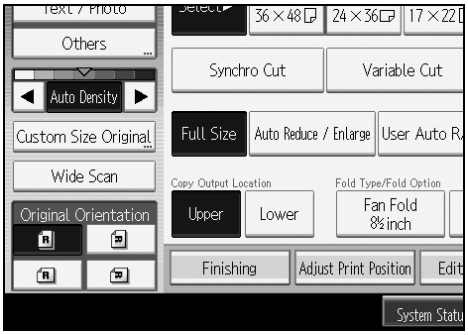
ATY032S

1. **Original**

2. **Original on the original table**

3. **Original feed direction**

1 **Under [Original Orientation], select an original orientation that is suitable for your original.**



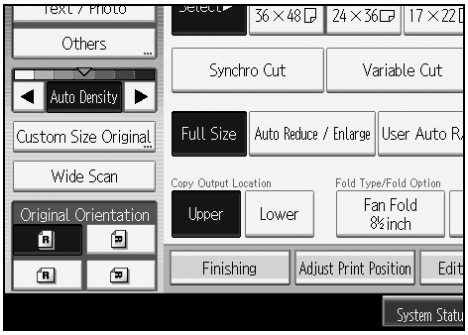
Note

❒ It is recommended that you use this function together with Auto Paper Select or Preset Reduce/Enlarge.

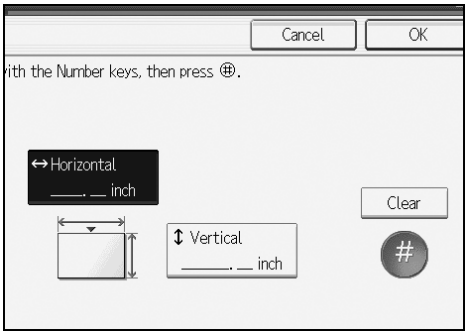
Placing Custom Size Originals

When placing custom size originals, specify the size of the originals.

1 **Press [Custom Size Original].**



2 **Enter the horizontal size of the original with the number keys, and then press [#].**



3 **Enter the vertical size of the original with the number keys, and then press [#].**

4 **Press [OK].**

Note

- ❒ Paper with a vertical size of 210-15000 mm (8.3" - 590.5") and a horizontal size of 210-914 mm (8.3" - 36.0") can be specified with this function.
- ❒ If you do not specify the size, parts of the image may not be copied.
- ❒ If you make a mistake, press **[Clear]**, and then enter the value again.

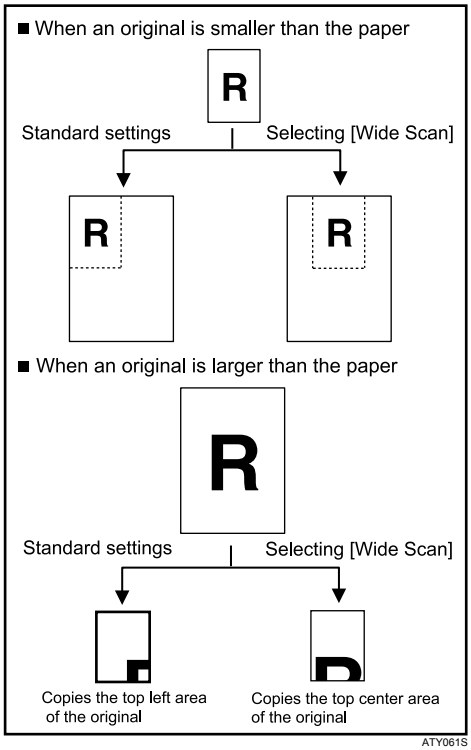
Wide Scan

When Wide Scan is selected, the machine scans using a predetermined width, regardless of the actual width of the original.

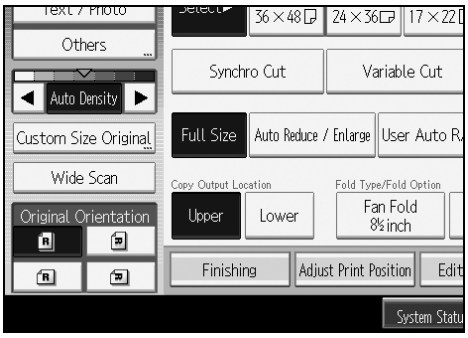
You can copy a custom size original without specifying its horizontal and vertical sizes.

If the paper size you want to copy onto is larger than that of the original, this function sifts the image to the upper center of the paper.

If the paper size you want to copy onto is smaller than that of the original, this function copies the top center part of the image.



1 **Press [Wide Scan].**



Note

❒ If you select Wide Scan, the scan width is determined by the sum of the selected paper size and a specified reduction/enlargement ratio. The maximum width of Wide Scan is 914 mm (36").

❒ When originals are scanned and stored in Document Server using this function, the stored original size is the paper size of the selected paper tray.

❒ Depending on the paper cut method you are using, some functions cannot be used with this function. For more details, refer to "Function Compatibility".

Reference

p.155 "Function Compatibility"

Setting the Carrier Sheet

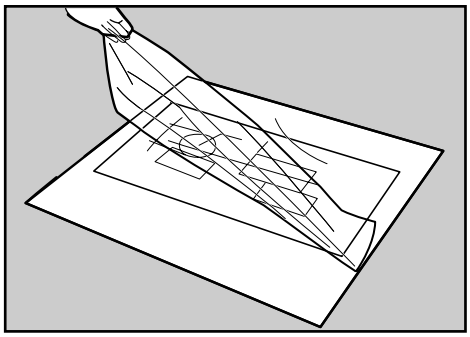
Use the carrier sheet when copying originals listed in "Originals that should be scanned using the carrier sheet", such as originals drawn in pencil, and pasted originals.

Important

❒ When using the optional carrier sheet, set the original output location to original rear output. If the original output location is set to original upper output, the original may be damaged.

1 Open the carrier sheet with the transparent sheet face up, and then insert the original also face up.

Align the original with the fold of the carrier sheet.



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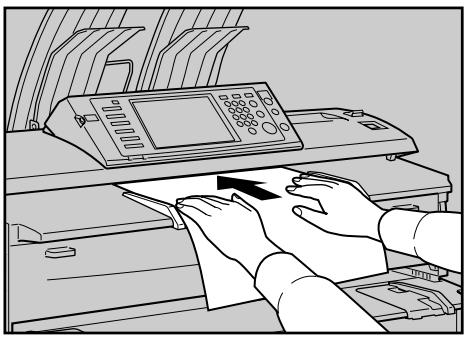
2 Using both hands, hold the carrier sheet face down, and carefully insert the folded edge of the carrier sheet into the insertion area.



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Note

❒ When using the carrier sheet with Synchro Cut, the paper is cut to the size of the carrier sheet.

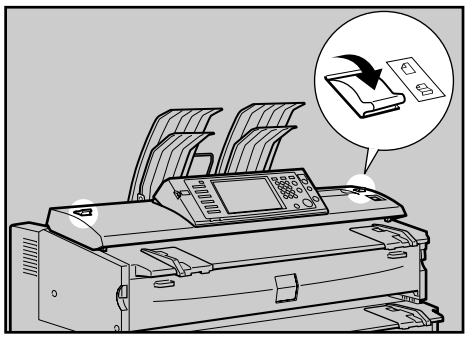
Reference

p.17 "Originals that should be scanned using the carrier sheet"

Setting Folded Originals (the Original Switching Lever)

When setting folded originals such as drawings, you can make copies with the fold lines erased.

1 Move the original switching levers at both sides of the machine to the front.



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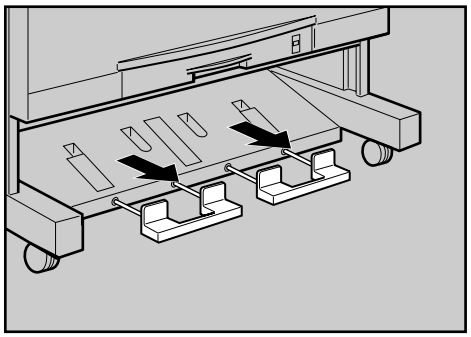
Note

❒ Originals of 157 g/m^2 (41.8 lb.) or heavier cannot be used.

Setting Rolled Originals

When setting rolled originals, you can make copies using the lower output auxiliary guide.

1 Pull the lower output auxiliary guide out.



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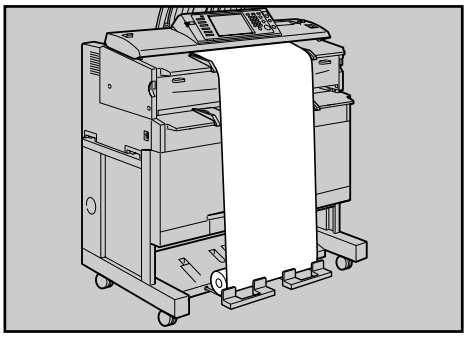
2 Place the rolled original on the lower output auxiliary guide.

3 Pull the leading edge of the original up to the original table, and then adjust the original guides to the paper width.

4 Using both hands, carefully insert the original between the original guides, copy side down.



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Note

❒ Do not apply excessive force to the lower output auxiliary guide.

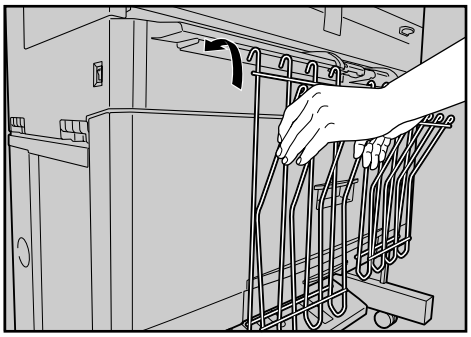
❒ Close the lower output auxiliary guide after each use.

Setting the Original Hangers

The original hangers (optional) are useful when scanning two or more originals at a time.

Up to A0 (D) size originals can be placed on the hangers.

Attach each of the original hangers to the front of the machine.



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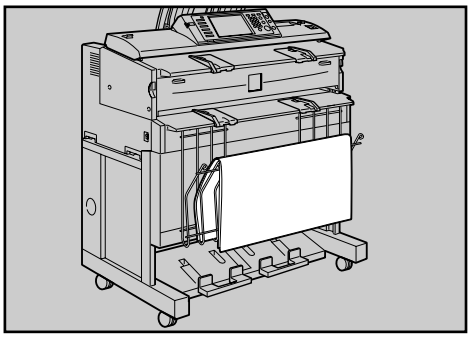
When placing originals, space the hangers according to the size of your originals.

Drape large originals, such as A0 (E) or A1 (D) sizes, over the tips of the hangers.



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This chapter describes the procedure for making copies in various modes.

Basic Procedure

This section describes the basic procedure for making copies.

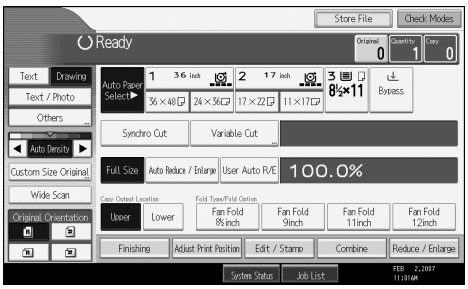
Important

- ❒ When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. See "Administrator Tools", General Settings Guide.
- ❒ When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and password so that the machine accepts copy jobs. Ask the administrator for the login user name and password. For details, see "When the Authentication Screen is Displayed", About This Machine.

1 Make sure "Ready" appears on the screen.

If any other function is displayed, press the 【Copy】 key on the left side of the control panel.

❖ **Initial copy screen**



2 Make sure no previous settings remain.

When there are previous settings remaining, press the 【Clear Modes】 key.

3 Set the output locations for originals and copies, and then prepare to use them.

4 Select an [Original Orientation] that matches the orientation of your originals.

5 Make the necessary settings.

6 Enter the number of copies with the number keys.

The maximum copy quantity that can be set is 99.

7 Adjust the original guides to the width of the original, and then place the original face down.

The original feeds into the machine automatically, and copying starts.

If **[Press Start Key]** is selected for **[Feed Start Method]**, copying starts after you press the 【**Start**】 key. See "Feed Start Method", General Settings Guide.

Note

- ❒ Always log off when you have finished using the machine to prevent unauthorized users from using the machine.
- ❒ To stop the machine during a multi-copy run, press the 【**Clear/Stop**】 key after the original has fed in. The machine stops when the current copy finishes. Press **[Yes]** to cancel the copy job; press **[No]** to resume the interrupted copy job.
- ❒ To cancel all copy jobs and return the machine to the default condition, press the 【**Clear Modes**】 key.
- ❒ To clear entered values, press **[Cancel]** on the screen.
- ❒ To confirm settings, press **[Check Modes]**.
- ❒ To stop the original feeding in, press the 【**Scanner Stop**】 key.
- ❒ If you register the settings using the program function, you can easily recall them by pressing the 【**Program**】 key.
- ❒ The number of scanned originals is displayed in the top right corner of the screen.

Reference

p.9 "Original and Copy Output Locations"

p.20 "Placing Originals"

p.22 "To stop originals feeding in"

p.23 "Original Orientation"

p.125 "Programs"

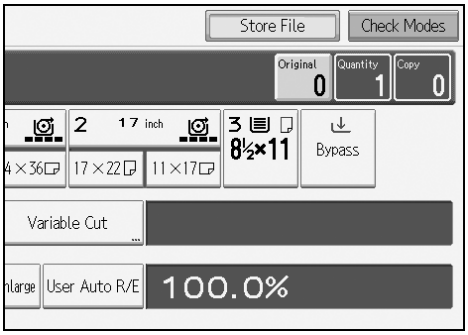
"When the Authentication Screen is Displayed", About This Machine

"General Features (System Settings)", General Settings Guide

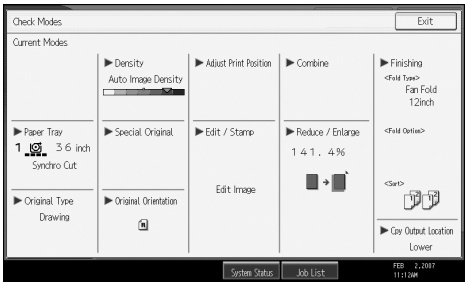
Check Modes

You can confirm the current settings on the screen.

1 **Press [Check Modes].**



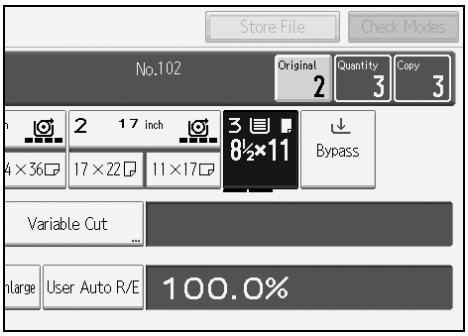
The Check Modes screen appears.



Original Counter/Reset

The number of scanned originals is displayed in the top right corner of the screen.

This allows you to check the number of originals in a job, or if any sheets have been fed together, and the number of copies that will be stored in the copy output tray.



Resetting the original counter

Reset the number of scanned originals displayed on the screen.

1 Press [Original] in the top right corner of the screen.

The number is reset to 0.

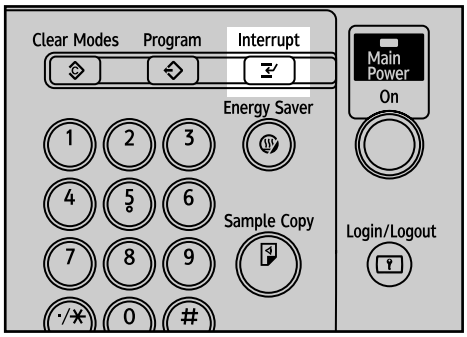
Auto Start

If you make settings and scan the originals while the messages "`Scanning originals can be started.`" and "`Select copy mode and Place original.`" are displayed alternately, your copies will be made once the machine is ready.

Interrupt Copy

Use this function if you want to interrupt a long copy job to make urgently needed copies.

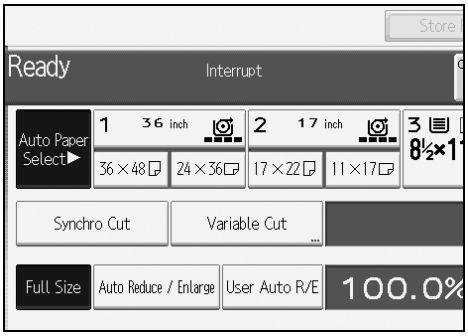
1 **Press the【Interrupt】key.**



The interrupt key indicator lights.

The current copy is ejected, and the machine stops making copies.

2 **Make the settings for a interrupt copy job.**



3 **Place the original you want to copy face down.**

The original feeds into the machine, and copying starts automatically.

4 **When copying is complete, remove the originals and copies.**

5 **Press the【Interrupt】key again.**

The interrupt key indicator goes off.

6 **Replace the originals that you were copying.**

The original feeds into the machine, and copying resumes automatically. To cancel copying, press the **【Clear Modes】** key.

Note

❒ You cannot set Job Preset for Interrupt Copy.

❒ The number of originals is counted from "1" when you use Interrupt Copy.

Job Preset

You can set up the next copy job during copying. If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically.

2

1 **Press [New Job] when "Copying..." appears.**

2 **Be sure message "Ready" appears, and then set up the next copy job.**

3 **Place the original.**

The original feeds automatically into the machine and is then scanned.

When the job preset is complete, a confirmation dialog box appears.

4 **Press [Exit].**

You return to the copy screen.

After the current copy job, the next copy job starts automatically.

Note

❒ You can switch the display to the current copy job by pressing **[To Copying Screen]**. You can switch the display to the preset job by pressing **[To Reserv. Screen]**.

❒ Preset copy jobs are registered under job numbers in the Reserv. Screen.

Reference

p.156 "Supplementary Information"

Job List

Jobs printed with Copier, Document Server, or Printer are temporarily stored in the machine, and then executed in order. The Job List function allows you to manage these jobs. For example, you can cancel incorrect job settings, or print an urgent document.

Note

❒ You cannot use the Job List function when Interrupt Copy is active.

❒ Documents printed with Scanner are not displayed in the job list.

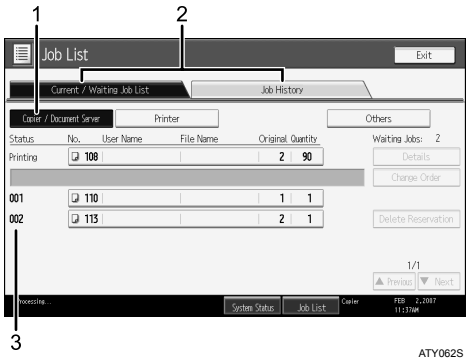
Job List screen

This section explains displays and icons that appear in the Job List screen.

The Job List screen varies depending on whether **[Job Order]** is selected with Print Priority for the System Settings. For details about the setting procedure, see "Print Priority", General Settings Guide.

❖ **When [Job Order] is not selected:**

The job list is displayed for each of the functions.



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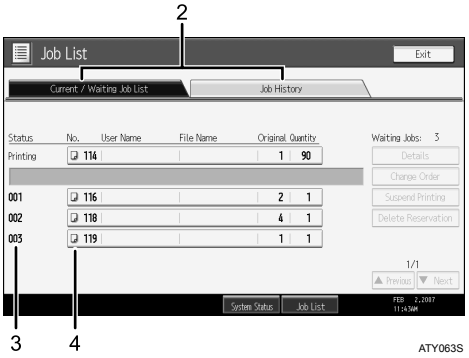
❖ **When [Job Order] is selected:**

The job list is displayed for all functions in the order of print jobs.



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① Switches between job lists for each function.

② Switches between **[Current / Waiting Job List]** and **[Job History]**.

③ Displays reserved job numbers.

④ Displays the function used to print jobs.
: Job printed with Copier
: Job printed with Printer
: Job printed with Document Server
: Job printed with DeskTopBinder
: Job printed with Web Image Monitor

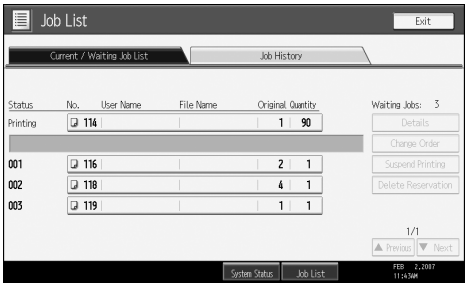
Reference

"General Features (System Settings)", General Settings Guide

Checking jobs in the job list

You can check the contents of jobs in the job list.

1. **Press [Job List].**
2. **Select a job whose contents you want to check.**

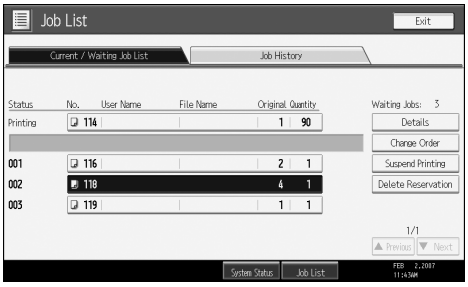


3. **Press [Details], and then check the contents.**
4. **Press [Exit].**

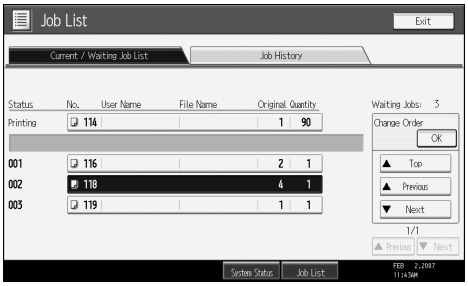
Changing the order of jobs

You can change the order of jobs in the job list.

1. **Press [Job List].**
2. **Select a job whose order you want to change.**
3. **Press [Change Order].**



4. **Change the order using [Top], [Previous], or [Next].**



5 **Press [OK].**

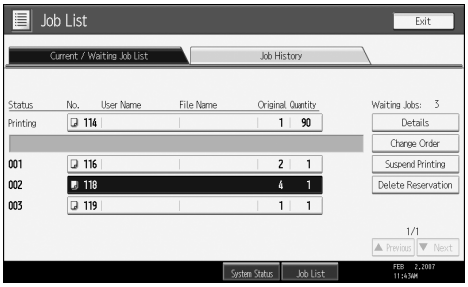
Holding print jobs

You can hold jobs that are queued or currently printing.

1 **Press [Job List].**

2 **Select a job you want to hold.**

3 **Press [Suspend Printing].**



The selected job and the jobs that follow it are suspended. "Suspending" is displayed at the left of the jobs in the job list that are suspended.

Note

❒ To resume the suspended jobs, press **[Resume Printing]**.

❒ This function is available only if **[Job Order]** is specified.

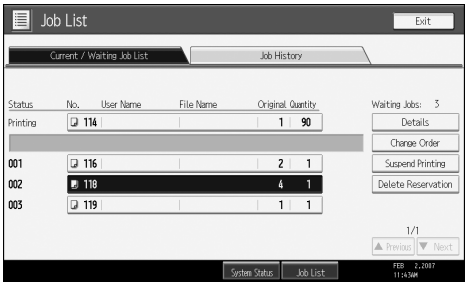
Deleting jobs

You can delete a job that is queued or currently printing.

1 **Press [Job List].**

2 **Select a job you want to delete.**

3 **Press [Delete Reservation].**



4 **Press [OK].**

Note

❒ To delete multiple print jobs, select them in step 2.

Checking job history

You can view the history and contents of completed print jobs.

1. **Press [Job List].**
2. **Press [Job History].**
   A list of completed print jobs appears.
3. **Select a job whose contents you want to check.**
4. **Press [Details], and then check the contents.**
5. **Press [Exit].**

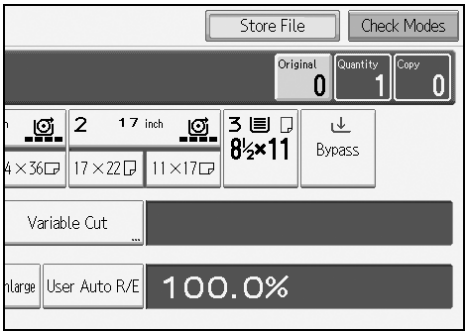
Copying from the Bypass Tray

Use the bypass tray to copy onto paper sizes that cannot be loaded on the paper roll trays, or cut paper tray.

Important

- ❒ Paper that has a vertical length of 210 - 914.4 mm (8.27" - 36.00") and a horizontal length of 257 - 2000 mm (10.12" - 78.74") can be copied from the bypass tray.
- ❒ Insert the paper in the bypass tray lengthwise or sideways to fit it onto the feeding orientation.
- ❒ Insert the paper in the bypass tray lengthwise when you use A0 (E) size paper.

1 **Press [Bypass], and then press the [#] key.**



2 **Select the size and type of the paper.**

3 **Press [OK].**

4 **Enter the number of copies with the number keys.**

5 **Place your original, and let it be scanned.**

6 **Adjust the bypass tray's paper guides to the size of the paper.**

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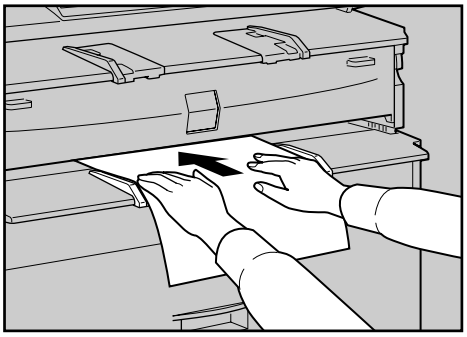
7 Insert the paper copy side up into the bypass tray.

The paper feeds into the machine automatically and copying starts.



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Note

- ❒ Insert the paper until you hear the beep.
- ❒ Place the original centrally, so that the space on either side of its edges is even. Then push it carefully in, so that it makes light contact with the feed rollers. Support the paper with your hands until it feeds in.
- ❒ Do not copy on both sides of the paper.
- ❒ Do not use paper already copied or printed on.
- ❒ To make multiple copies, insert an additional sheet after each feeds in.
- ❒ For details about paper type and orientation that can be loaded in the bypass tray, see “Copy Paper”, About This Machine.
- ❒ To set a rolled original, pull out the lower output auxiliary guide to the front, and then place the rolled original on it.

Reference

p.20 “Placing Originals”

p.29 “Setting Rolled Originals”

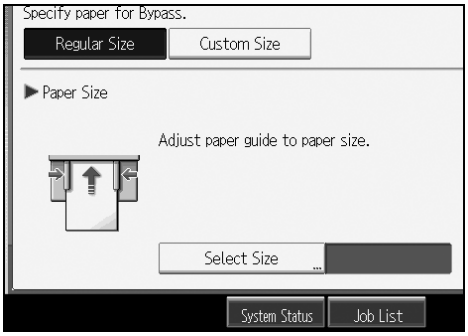
p.156 “Supplementary Information”

“Copy Paper”, About This Machine

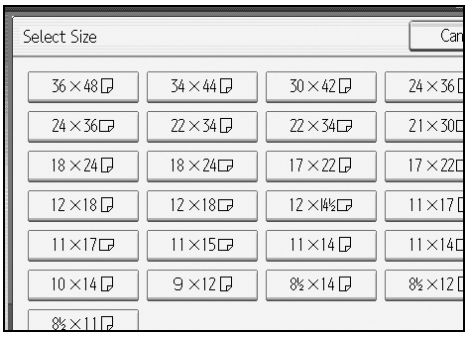
When Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

1. **Press [Bypass], and then press the [#] key.**
2. **Make sure that [Regular Size] is selected.**
3. **Press [Select Size].**



4. **Select the paper size.**



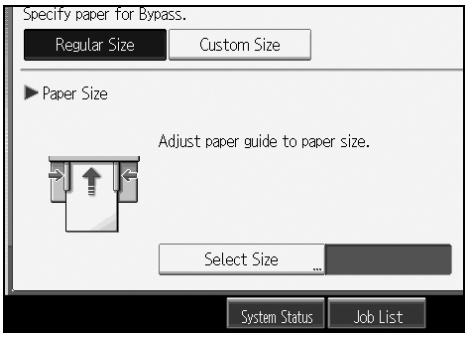
5. **Press [OK] twice.**
6. **Place your original, and let it be scanned.**
7. **Adjust the bypass tray's paper guides to the size of the paper.**
8. **Insert the paper copy side up into the bypass tray.**

   The paper feeds into the machine automatically and copying starts.

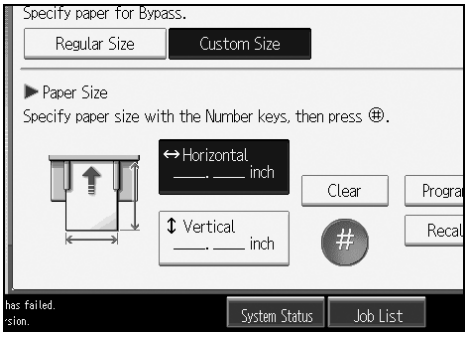
When Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray.

1. **Press [Bypass], and then press the [#] key.**
2. **Press [Custom Size].**



3. **Enter the horizontal size of the paper with the number keys, and then press [#].**



4. **Enter the vertical size of the paper with the number keys, and then press [#].**
5. **Press [OK].**
6. **Place your original, and let it be scanned.**
7. **Adjust the bypass tray's paper guides to the size of the paper.**
8. **Insert the paper copy side up into the bypass tray.**

   The paper feeds into the machine automatically and copying starts.

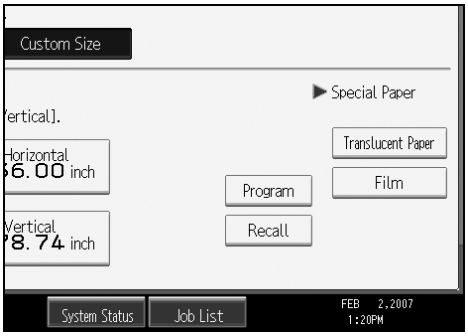
Note

❒ If you make a mistake in step 3 or 4, press **[Clear]**, and then enter the value again.

Registering a custom size

Register a custom paper size.

1. **Press [Bypass], and then press the【#】key.**
2. **Press [Custom Size].**
3. **Enter the horizontal size of the paper with the number keys, and then press [#].**
4. **Enter the vertical size of the paper with the number keys, and then press [#].**
5. **Press [Program].**



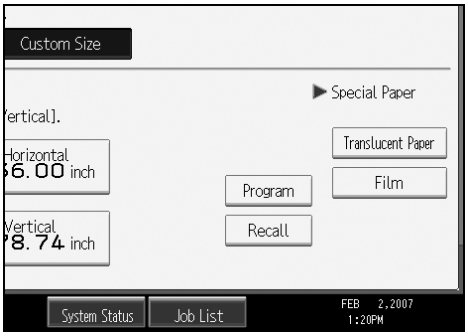
The confirmation screen appears.

6. **Press [Exit].**

Recalling the registered custom size

Recalls the registered paper size.

1. **Press [Bypass], and then press the【#】key.**
2. **Press [Custom Size].**
3. **Press [Recall].**



The registered size is displayed.

4. **Press [OK].**

When Copying onto Special Paper

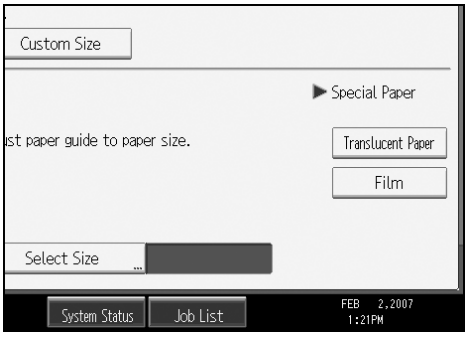
When copying onto special paper such as translucent paper or films, select the type and size of paper.

Important

❒ Remove a copied special paper every time it is ejected.

2

1. **Press [Bypass], and then press the [#] key.**
2. **Select a paper type ([Translucent Paper] or [Film]) in the special paper settings.**



3. **Set the paper size.**
4. **Press [OK].**
5. **Place your original, and let it be scanned.**
6. **Adjust the bypass tray's paper guides to the size of the paper.**
7. **Insert the paper copy side up into the bypass tray.**

   The paper feeds into the machine automatically and copying starts.

Note

❒ Printing on special paper may be slower than printing on plain paper.

Copier Functions

This section describes the copy functions.

Selecting the Original Type Setting

Select one of the following seven types to match your originals:

❖ **Text**
For originals that contain mainly text or printed characters.

❖ **Drawing**
For drawings that contain fine lines. Faint lines are clearly reproduced.

❖ **Text/Photo**
For originals that contain both text and photographs or pictures.

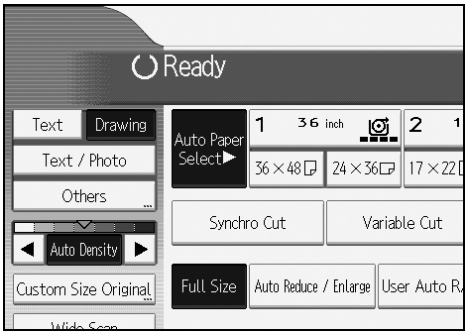
❖ **Photo**
For photographs or pictures.

❖ **Background Lines**
For images drawn on section paper (green sectioned graph paper) without copying the lines on the paper. Blue lines on originals cannot be eliminated.

❖ **Patched Original**
For originals made up of several pieces of smaller originals which differ in background density. Selecting this mode tones down the dark background of originals.

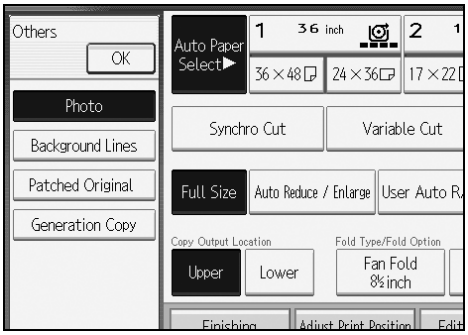
❖ **Generation Copy**
For originals that are copied. The copy image can be reproduced sharply and clearly.

1 Select the original type.



Note

❒ To select **[Photo]**, **[Background Lines]**, **[Patched Original]**, or **[Generation Copy]**, select **[Others]** first.



❒ When you select **[Photo]**, Auto Image Density is automatically canceled.

❒ When you select **[Patched Original]**, thick lines, text, or solid images in the original are recognized as dark background that may not be copied.

Adjusting Copy Image Density

There are three types of adjustment available.

❖ **Auto image density**
The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced.

❖ **Manual image density**
You can adjust the density of the overall original in seven steps.

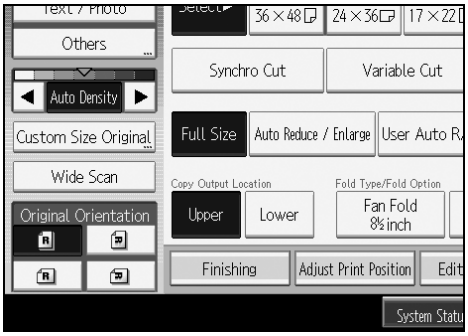
❖ **Combined auto and manual image density**
Adjusts the density of an image only for dark texture originals.

Auto image density

The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced.

1 **Make sure that [Auto Density] is selected.**

When **[Auto Density]** is not selected, press **[Auto Density]**.

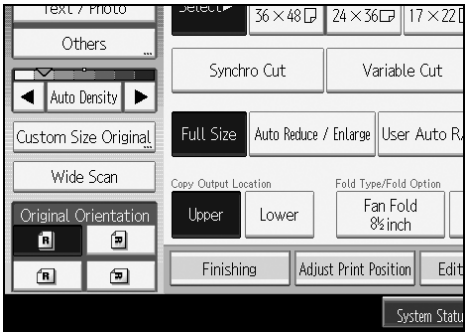


Manual image density

You can adjust the density of the overall original in seven steps.

1. **When [Auto Density] is selected, press [Auto Density] to cancel it.**

2. **Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.**



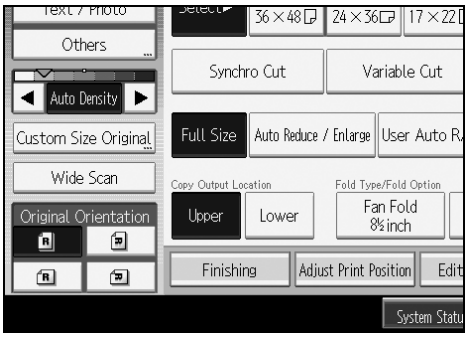
Combined auto and manual image density

Adjusts the density of an image only for dark texture originals.

1. **Make sure [Auto Density] is selected.**

   When **[Auto Density]** is not selected, press **[Auto Density]**.

2. **Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.**



Note

❒ If dark backgrounds still appear on copies, adjust the density using **[◀]**.

Reference

"General Features (Copier / Document Server Features)", General Settings Guide

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**
The machine selects a suitable size of copy paper automatically based on original size and reproduction ratio.

❖ **Manual Paper Select**
Choose the tray containing the paper you want to copy onto: paper roll tray, cut paper tray, or bypass tray.

See the following lists for paper sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%):

❖ **Metric version**
A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS

❖ **Inch version**

- Engineering
  E (34"×44"), D (22"×34"), C (17"×22"), B (11"×17"), A ($8^1/_2$"×11"), $8^1/_2$"×14"
- Architecture
  E (36"×48"), D (24"×36"), C (18"×24"), B (12"×18"), A (9"×12")
- Others
  $8^1/_2$"×13", 30"×21", 30"×42"

Note

❒ Only the paper trays set to **[No Display]** or **[Recycled Paper]** in Paper Type in Tray Paper Setting in System Settings and also set to **[Yes]** in Apply Auto Paper Select can be selected in Auto Paper Select mode.

Reference

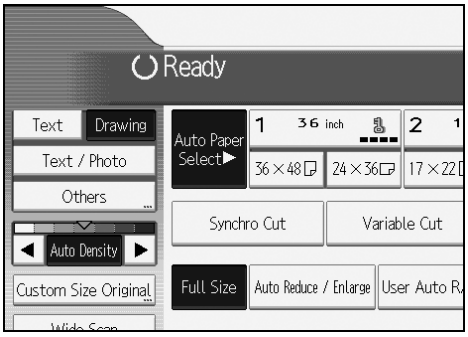
p.3 “Functions Requiring Optional Configurations”
p.43 “Copying from the Bypass Tray”
p.156 “Supplementary Information”
“Tray Paper Settings”, General Settings Guide

Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

1 Make sure that Auto Paper Select is selected.

Trays with a key mark ( ) will not be automatically selected.



Note

- ❒ If no paper suitable for the size and magnification you have specified is loaded in the paper trays, load paper of the required size in a paper tray. Alternatively, you can select a suitable magnification ratio for the paper currently loaded in the paper trays. After doing one of the above, set your original again.
- ❒ Special size paper cannot be used with Auto Paper Select.

Reference

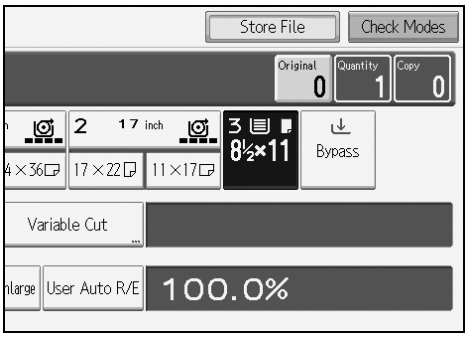
"Tray Paper Settings", General Settings Guide

Manual Paper Select

Choose the tray containing the paper you want to copy onto: paper roll tray, cut paper tray, or bypass tray.

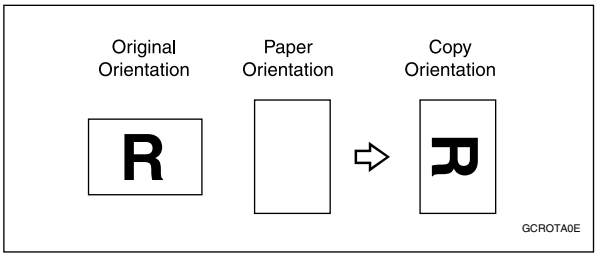
1 Select the paper roll tray, cut paper tray, or bypass tray.

The indicator corresponding to the selected paper tray is highlighted.



Rotate Copy

If the original's width is different to that of the paper set in the paper roll tray, or the original's orientation is different to that of the paper set in the cut paper tray, the machine rotates the original image by 90 degrees to fit it onto the copy paper.



Note

- This function works when **[Auto Paper Select]** or **[Auto Reduce / Enlarge]** is selected. See "Auto Paper Select" and "Auto Reduce/Enlarge".
- The default setting for Auto Tray Switching is **[With Image Rotation]**. You cannot use Rotate Copy if this setting is changed to **[Without Image Rotation]** or **[Off]**. See "Auto Tray Switching", General Settings Guide.
- You cannot use Rotate Copy when copying onto A0 (E), A4 (A), or B4 JIS size paper. In this case, place your original in the orientation.

Reference

p.43 "Copying from the Bypass Tray"

p.54 "Auto Paper Select"

p.64 "Auto Reduce/Enlarge"

"General Features (Copier / Document Server Features)", General Settings Guide

Setting the Length of Copy Paper Cut

Specify the length to cut the paper loaded in the paper roll tray.

The following paper cut methods are available:

❖ **Synchro Cut**

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

❖ **Preset Cut**

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

❖ **Variable Cut**

Cuts the paper to the size entered.

Note

❒ The minimum cut length is 280 mm (11"), and the maximum length is 15000 mm (590.5") for plain paper of 841 mm (34" or 36") or more in width. For other paper, the maximum length is 3600 mm (141.8"). If you specify a length greater than the maximum, paper will be fed in at a slant, resulting in poor copy quality and wrinkled paper.

❒ You cannot cut the paper in the bypass tray.

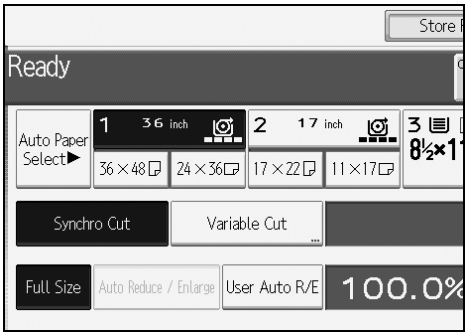
Reference

p.3 “Functions Requiring Optional Configurations”

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

1 **Select [Synchro Cut].**



2 **Select a paper roll tray.**

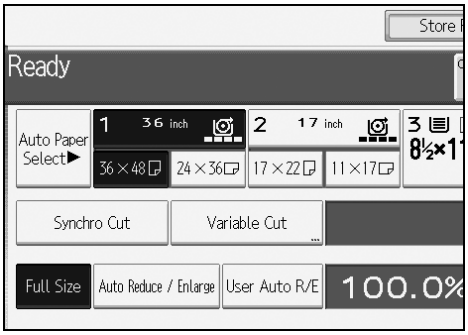
Note

❒ Depending on the original length and paper type, copy paper length may be different from the original.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

1 **Select a preset cut size of the paper roll tray 1 or 2.**



Note

❒ The preset cut size differs depending on the paper roll width. It is cut in the following sizes or standard lengths.

❖ Metric version

Paper roll width	Preset	Preset
841 mm	A0	A1
594 mm	A1	A2
420 mm	A2	A3
297 mm	A3	–
210 mm	A4	–
728 mm	B1 JIS	B2 JIS
515 mm	B2 JIS	B3 JIS
364 mm	B3 JIS	–
257 mm	B4 JIS	–
880 mm	1189 mm	594 mm
800 mm	1189 mm	594 mm
707 mm	1000 mm	500 mm
660 mm	841 mm	420 mm
625 mm	880 mm	440 mm

❖ Inch version (Engineering)

Paper roll width	Preset	Preset
34 inch	34 × 44	22 × 34
22 inch	22 × 34	17 × 22
17 inch	17 × 22	11 × 17
11 inch	11 × 17	–
8 1/2 inch	8 1/2 × 11	8 1/2 × 14

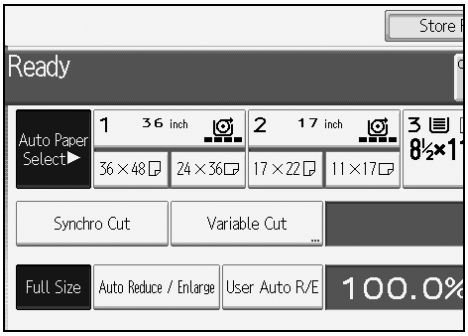
❖ Inch version (Architecture)

Paper roll width	Preset	Preset
36 inch / 914 mm	36 × 48	24 × 36
30 inch	30 × 42	21 × 30
24 inch	24 × 36	18 × 24
18 inch	18 × 24	12 × 18
12 inch	12 × 18	–
9 inch	9 × 12	–

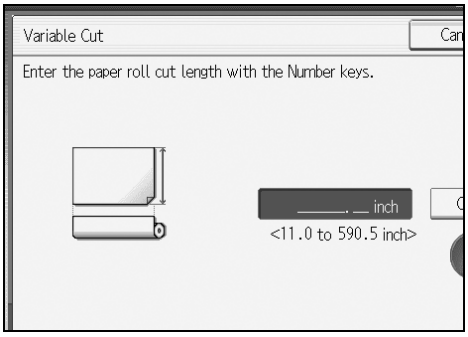
Variable Cut

Cuts the paper to the size entered.

1 **Select [Variable Cut].**



2 **Enter the length with the number keys, and then press [#].**



3 **Press [OK].**

The entered length is displayed on the screen.

4 **Select a paper roll tray.**

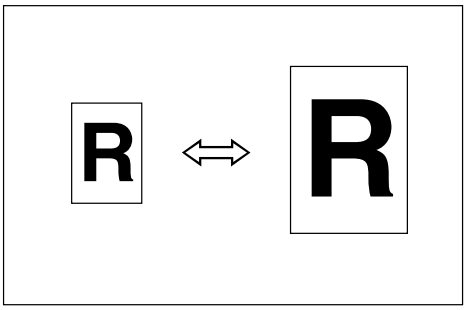
Note

❒ If you make a mistake, press **[Clear]** to set a new value.

❒ To cancel Variable Cut, press **[Cancel]**.

Preset Reduce/Enlarge

You can select a preset ratio for copying.



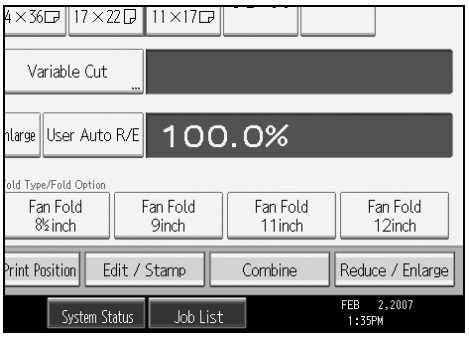
❖ Metric version

Enlargement ratios: 141.4%, 200.0%, 282.8%, 400.0%
Reduction ratios: 25.0%, 35.4%, 50.0%, 70.7%

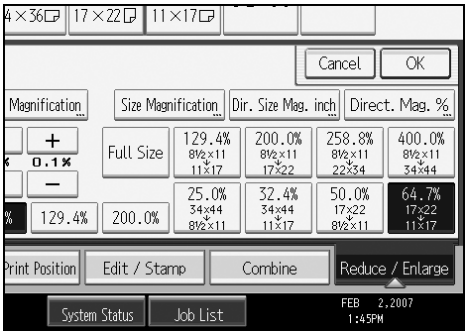
❖ Inch version

- Engineering
  Enlargement ratios: 129.4%, 200.0%, 258.8%, 400.0%
  Reduction ratios: 25.0%, 32.4%, 50.0%, 64.7%
- Architecture
  Enlargement ratios: 133.3%, 200.0%, 266.7%, 400.0%
  Reduction ratios: 25.0%, 33.3%, 50.0%, 66.7%

1 **Press [Reduce / Enlarge].**



2 **Select a ratio, and then press [OK].**



The selected ratio appears on the display.

Note

- ❒ Select one of the preset ratios based on the original size and paper size.
- ❒ You can store up to three ratios of your own for frequently used ratio, but are not preset. The ratios can be set in 0.1% increments. See "Reproduction Ratio", General Settings Guide.
- ❒ For details about the relationship between the original and paper sizes for preset ratios, see "Magnification Ratio Chart".

Reference

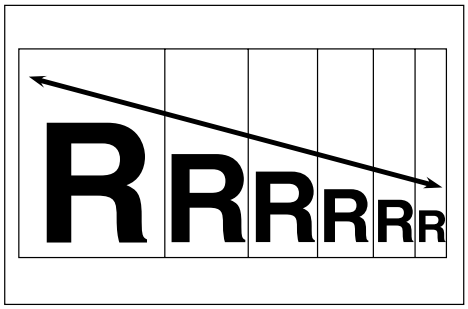
p.156 "Supplementary Information"

p.166 "Magnification Ratio Chart"

"Reproduction Ratio", General Settings Guide

Zoom

You can change the reproduction ratio in increments of 0.1%.



You can set the ratio in the following ways.

- Specifying the ratio with **[−]** and **[+]**
- Entering the ratio with the number keys

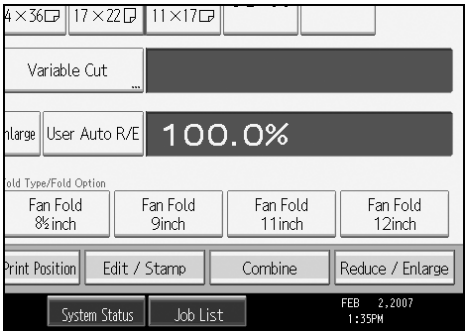
Reference

p.156 "Supplementary Information"

Specifying the ratio with [−] and [+]

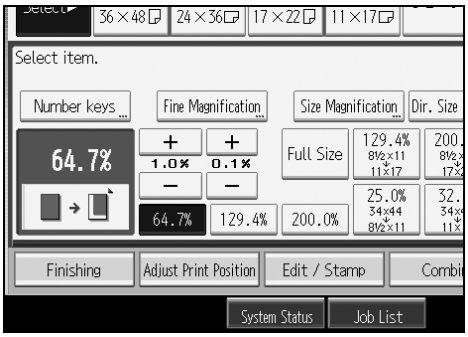
Select a ratio close to the one you want to set from Preset Reduce/ Enlarge, and then press **[−]** or **[+]** to adjust the ratio.

1 **Press [Reduce / Enlarge].**



2 **Select a preset ratio which is close to the desired ratio.**

3 **Adjust the ratio with [−] or [+].**



4 **Press [OK].**

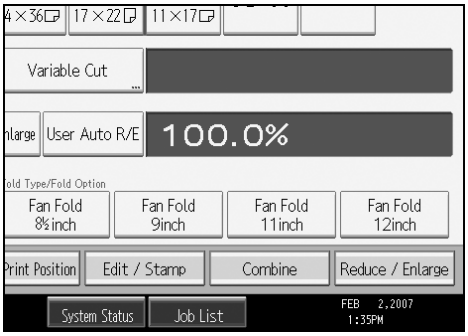
Note

❒ If you make a mistake in step **3**, readjust it with **[−]** or **[+]**.

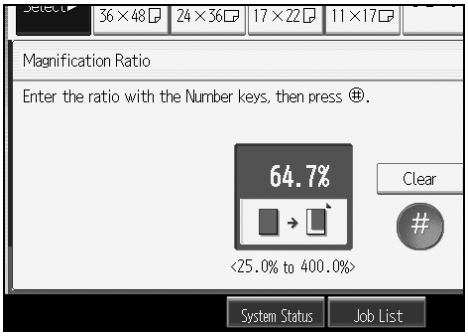
Entering the ratio with the number keys

Specifying a ratio with the number keys.

1 **Press [Reduce / Enlarge].**



2 **Press [Number keys].**



3 **Enter the desired ratio with the number keys, and then press [#].**

4 **Press [OK] twice.**

Note

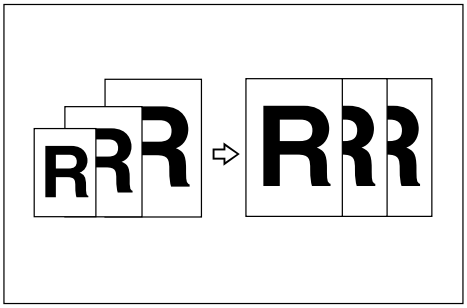
❒ Use the [.] key to enter a decimal point.

❒ To change the value, press **[Clear]**, and then enter a new value.

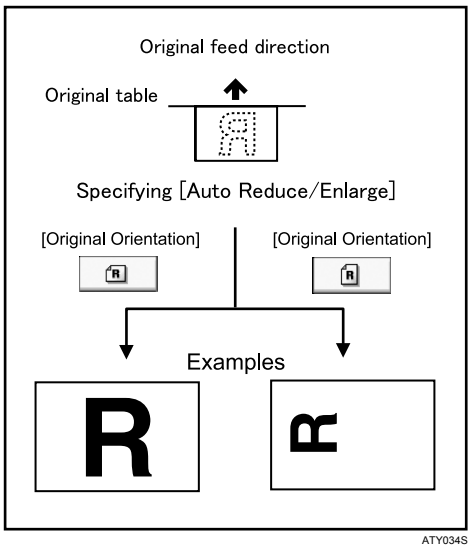
Auto Reduce/Enlarge

The machine selects an appropriate reproduction ratio based on the paper and original sizes you select.

This is useful to copy different size originals to the same size paper.



To ensure the print result you require is produced, specify Original Orientation before using Auto Reduce/Enlarge.



Important

❒ You cannot use the bypass tray with this function.

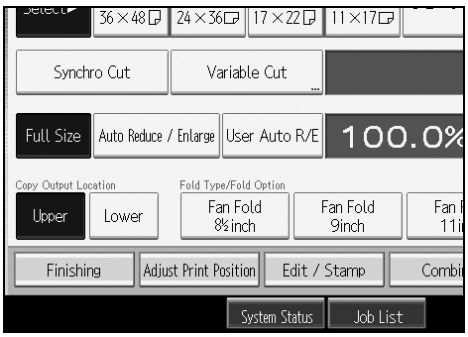
See the following lists for paper sizes and orientations you can use:

❖ **Metric version**
A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS

❖ **Inch version**

- Engineering
  E (34"×44"), D (22"×34"), C (17"×22"), B (11"×17"), A ($8^1/_2$"×11"), $8^1/_2$"×14"
- Architecture
  E (36"×48"), D (24"×36"), C (18"×24"), B (12"×18"), A (9"×12")
- Others
  $8^1/_2$"×13", 30"×21", 30"×42"

1 **Press [Auto Reduce / Enlarge].**



2 **Select the paper size.**

Note

❒ The machine selects one of the following ratios:

- Metric version
  400.0%, 282.8%, 200.0%, 141.4%, 100.0%, 70.7%, 50.0%, 35.4%, 25.0%
- Inch version (Engineering)
  400.0%, 258.8%, 200.0%, 129.4%, 100.0%, 64.7%, 50.0%, 32.4%, 25.0%
- Inch version (Architecture)
  400.0%, 266.7%, 200.0%, 133.3%, 100.0%, 66.7%, 50.0%, 33.3%, 25.0%

❒ Make sure the Original Orientation setting matches the actual orientation of your original.

Reference

p.23 “Original Orientation”

User Auto Reduce/Enlarge

Use this function to copy to a selected size for each original size.

When the original is set, the machine automatically enlarges or reduces the image to fit the size of the copy paper.

You can select the following combinations:

❖ Metric version

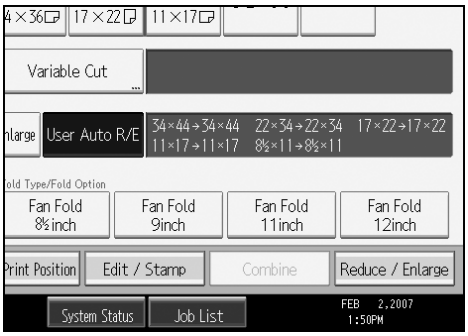
Original size	Copy size
A0	A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS
A1	
A2	
A3	
A4	
B1 JIS	
B2 JIS	
B3 JIS	
B4 JIS	

❖ Inch version

	Original size	Copy size
Engineering	E (34"×44")	E (34"×44"), D (22"×34"), C (17"×22"), B (11"×17"), A ($8^1/_2$"×11")
	D (22"×34")	
	C (17"×22")	
	B (11"×17")	
	A ($8^1/_2$"×11")	
Architecture	E (36"×48")	E (36"×48"), D (26"×36"), C (18"×24"), B (12"×18"), A (9"×12")
	D (26"×36")	
	C (18"×24")	
	B (12"×18")	
	A (9"×12")	

1 **Press [User Auto R/E].**

2 **Check that the combination selected for User Auto Reduce/Enlarge is the one you want.**



Note

❒ The default setting is to copy at the same size (full size). You can change the combination with Copier/Document Server Features in User Tools.

❒ Make sure the Original Orientation setting matches the actual orientation of your original.

Reference

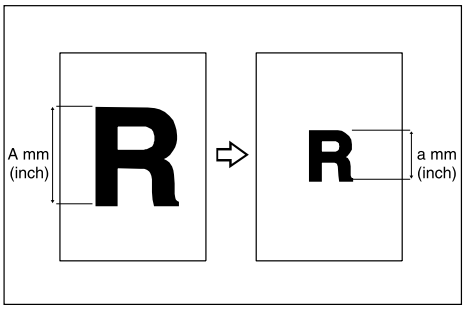
p.3 “Functions Requiring Optional Configurations”

p.23 “Original Orientation”

“Reproduction Ratio”, General Settings Guide

Size Magnification

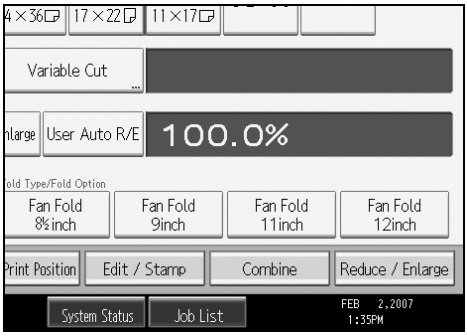
This function calculates an enlargement or reduction ratio based on the lengths of the original and copy.



ANP059S

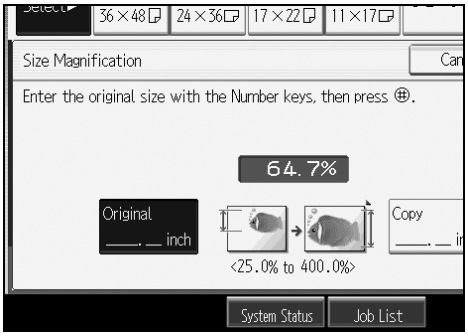
Measure and specify the lengths of the original and copy by comparing "A" with "a".

1 **Press [Reduce / Enlarge].**



2 **Press [Size Magnification].**

3 **Enter the length of the original with the number keys, and then press [#].**



4 **Enter the length of the copy with the number keys, and then press [#].**

5 **Press [OK] twice.**

Note

❒ To change the length after pressing **[#]** in step 4, select **[Original]** or **[Copy]**, and then enter the desired length.

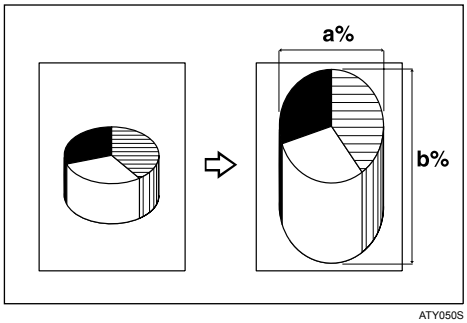
❒ You can enter sizes between 1 to 9999 mm (0.1" to 99.9") in 1 mm (0.1") steps.

Reference

p.156 “Supplementary Information”

Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually. Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



a: Horizontal ratio

b: Vertical ratio

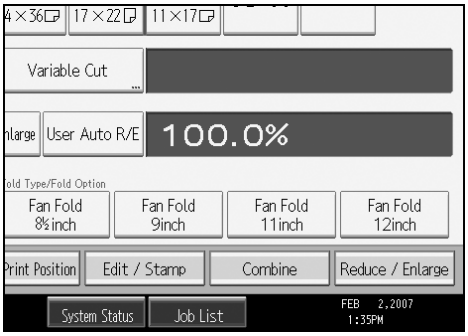
Reference

p.156 “Supplementary Information”

Entering the ratio with the number keys

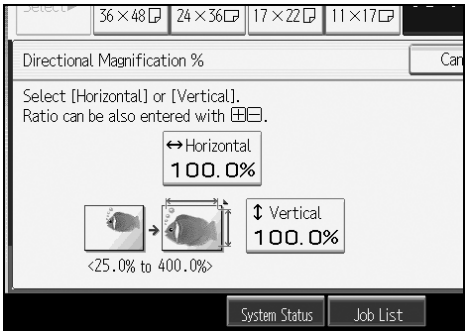
Specify a ratio with the number keys.

1 **Press [Reduce / Enlarge].**



2 **Press [Direct. Mag. %].**

3 **Press [Horizontal].**



4 **Enter the desired ratio with the number keys, and then press [#].**

5 **Press [Vertical].**

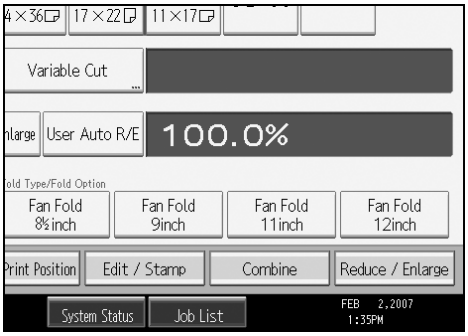
6 **Enter the desired ratio with the number keys, and then press [#].**

7 **Press [OK] twice.**

Specifying the ratio with [−] and [+]

Specify a ratio using **[−]** or **[+]**.

1. **Press [Reduce / Enlarge].**

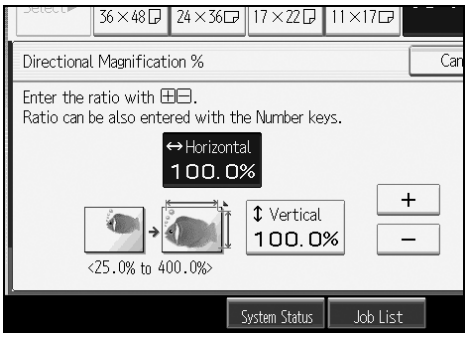


2. **Press [Direct. Mag. %].**

3. **Press [[+] [−] keys].**

4. **Press [Horizontal].**

5. **Adjust the ratio using [+] or [−].**



Pressing **[+]** or **[−]** changes the ratio in increments of 0.1%. Pressing and holding down **[+]** or **[−]** changes it in increments of 1%.

6. **Press [Vertical].**

7. **Adjust the ratio with [+] or [−].**

8. **Press [OK] twice.**

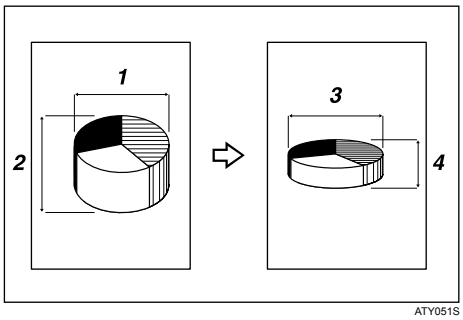
Note

❒ If you make a mistake in step 5 or 7, readjust the ratio with **[+]** or **[−]**.

Directional Magnification (inch)

Specify the horizontal and vertical lengths of the original and copy image. Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.

2



① Horizontal original size: A mm (inch)

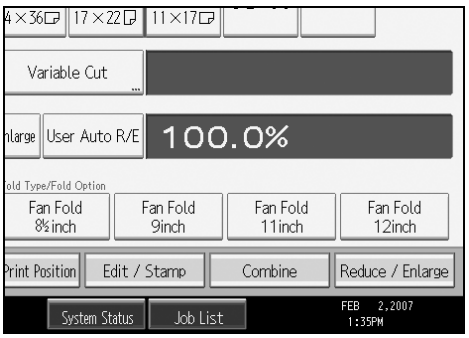
② Vertical original size: B mm (inch)

③ Horizontal copy size: a mm (inch)

④ Vertical copy size: b mm (inch)

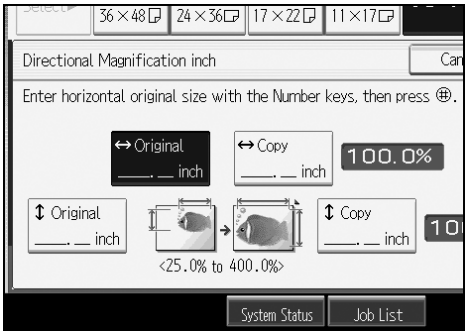
Measure and specify the lengths of the original and copy by comparing "A" with "a", and "B" with "b".

1 **Press [Reduce / Enlarge].**



2 **Press [Dir. Size Mag. inch].**

3 **Enter the horizontal size of the original with the number keys, and then press [#].**



4 **Enter the horizontal size of the copy with the number keys, and then press [#].**

5 **Enter the vertical size of the original with the number keys, and then press [#].**

6 **Enter the vertical size of the copy with the number keys, and then press [#].**

7 **Press [OK] twice.**

Note

❒ To change a length in steps 3 to 6, press the key you want to change and enter the new value.

❒ You can enter sizes between 1 to 9999 mm (0.1" to 99.9") in 1 mm (0.1") steps.

Reference

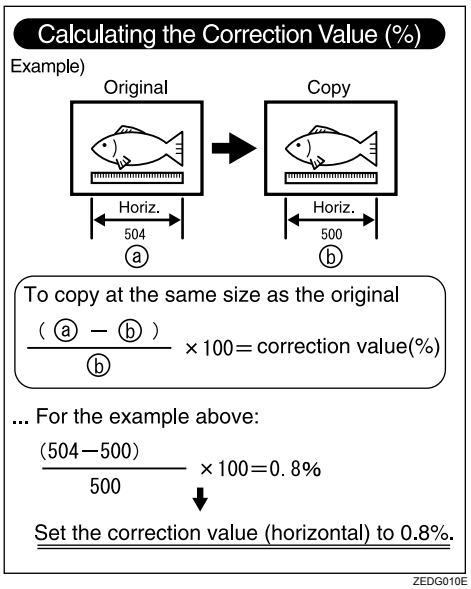
p.156 “Supplementary Information”

Fine Magnification

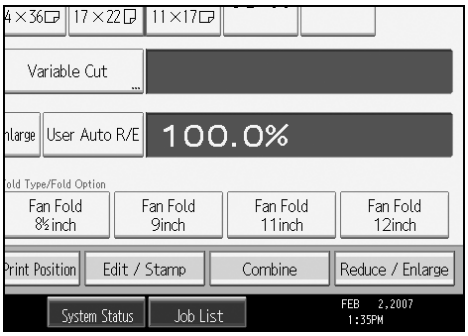
The machine calculates the correction ratios to produce copies that are close to the actual image size.

For environmental reasons such as humid conditions, paper may expand or shrink. This can result in a mismatch between the size of the original and copy. This function uses the measurements of the original and the copy to calculate a ratio to produce copies that are close to the actual size.

Measure the length and width of the original and the copy, and then calculate the correction ratio as follows:

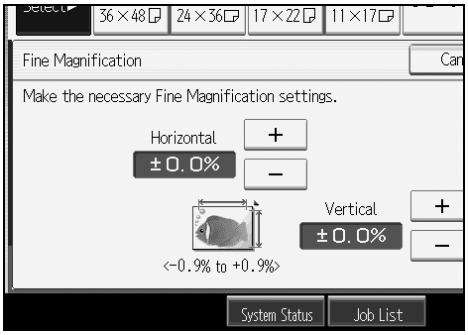


1 **Press [Reduce / Enlarge].**



2 **Press [Fine Magnification].**

3 **Adjust the horizontal ratio using [−] and [+].**



4 **Adjust the vertical ratio using [−] and [+].**

5 **Press [OK] twice.**

Note

❒ Fine Magnification is used for originals that have already been scanned. If you want to apply fine magnification corrections to paper that has stretched due to the paper type or exposure to humid conditions, see "Fine Ratio Adjustment: Copier", General Settings Guide.

❒ You can also make these settings in "Fine Ratio Adjustment: Copier" under System Settings. If you specified the ratio in both System Settings and this function, the resulting settings will be the sum of the set value.

❒ When the bypass tray is selected, you can set Fine Magnification after scanning the original.

Reference

p.156 "Supplementary Information"

"General Features (System Settings)", General Settings Guide

Combine

Combines several pages onto one side of a sheet.

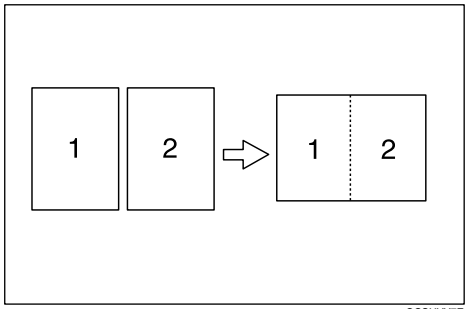
Important

❒ You cannot use the bypass tray with this function.

There are three types of Combine available.

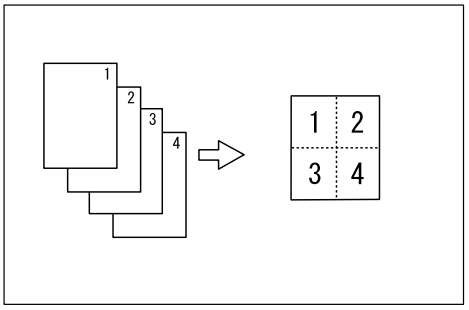
❖ **1 Sided 2 Pages → Combine 1 Side**

Copies 2 one-sided originals to one side of a sheet.



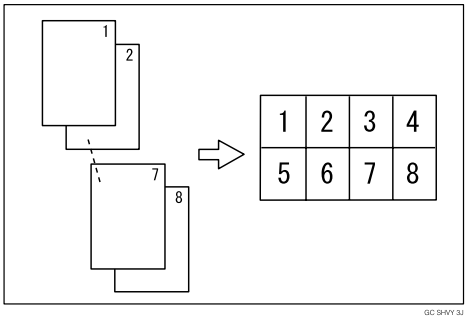
❖ **1 Sided 4 Pages → Combine 1 Side**

Copies 4 one-sided originals to one side of a sheet.



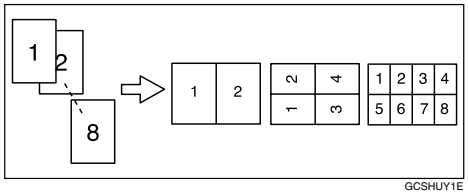
❖ **1 Sided 8 Pages → Combine 1 Side**

Copies 8 one-sided originals to one side of a sheet.



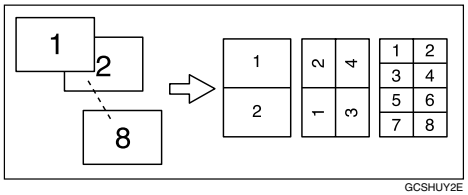
❖ **Orientation of the original and image position of Combine**

Portrait (⊡) originals



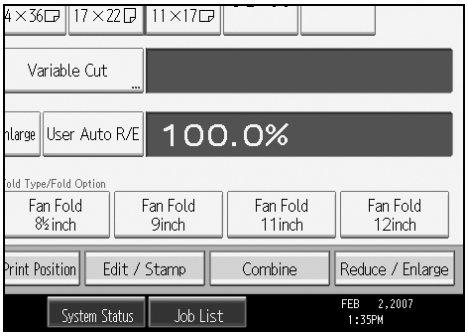
GCSHUY1E

Landscape (⊟) originals

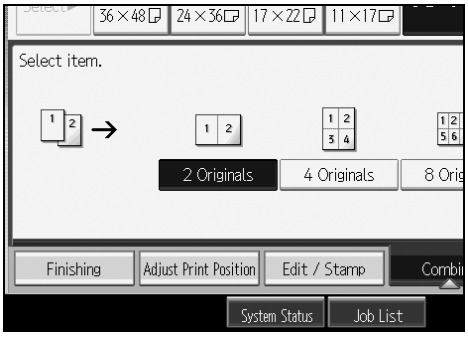


GCSHUY2E

1 **Press [Combine].**



2 **Select the number of originals to combine.**



3 **Select the paper size.**

4 **Press [OK].**

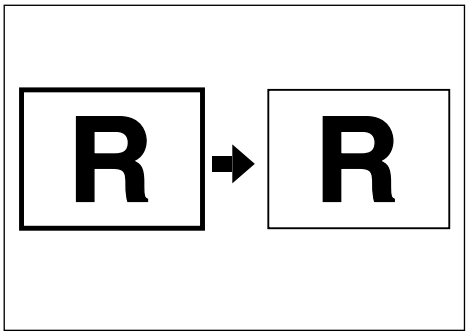
Reference

p.156 “Supplementary Information”

“Edit”, General Settings Guide

Erase Border (Same Width)

Erases the edge margin of the original image.

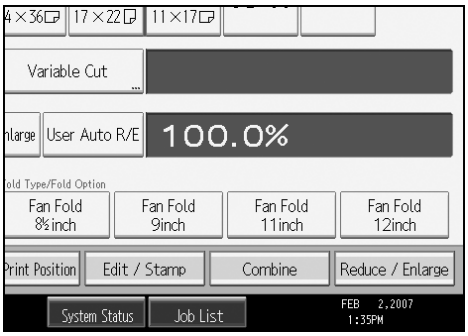


The default erase border setting is 10 mm (0.4").

Important

❒ You cannot use the bypass tray with this function.

1 **Press [Edit / Stamp].**



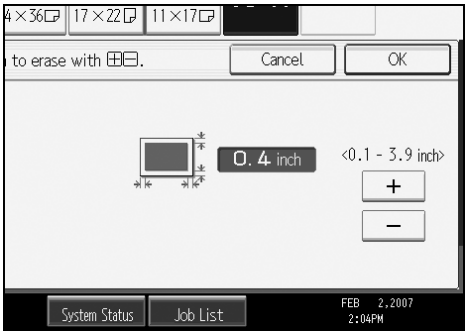
2 **Press [Erase].**

3 **Press [Erase Border].**

4 **Press [Same Width].**

5 **Set an erase border width with [+] or [−].**

Pressing **[+]** or **[−]** changes the width in increments of 1 mm (0.1"). Pressing and holding down the relevant key changes the width in increments of 10 mm (1").



6 **Press [OK] twice.**

Note

❒ To change the value entered in step **5**, press **[+]** and **[−]** to set a new value.

❒ For details about the scan size limitations when using Erase Border together with the other functions, see "Scan Size Limitations, by Function".

Reference

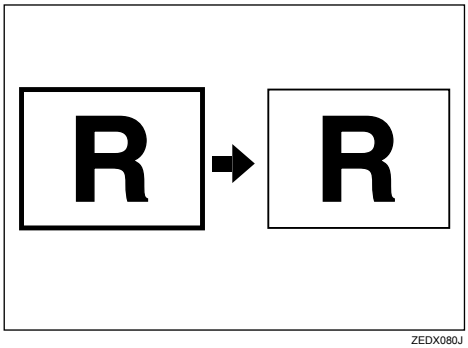
p.156 "Supplementary Information"

p.162 "Scan Size Limitations, by Function"

"Edit", General Settings Guide

Erase Border (Different Width)

Erases the edge margin of the original image.

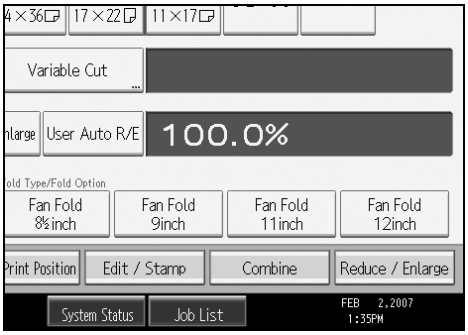


The default erase border setting is 10 mm (0.4").

Important

❒ You cannot use the bypass tray with this function.

1 **Press [Edit / Stamp].**



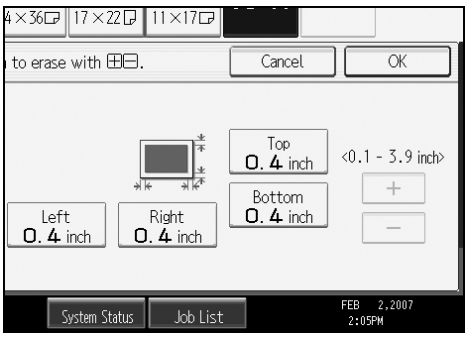
2 **Press [Erase].**

3 **Press [Erase Border].**

4 **Press [Different Width].**

5 **Press the key for the border you want to change and set an erase width with [+] and [−].**

Pressing **[+]** or **[−]** changes the width in increments of 1 mm (0.1"). Pressing and holding down the relevant key changes the width in increments of 10 mm (1").



6 **Press [OK] twice.**

Note

❒ To change the value entered in step 5, press **[+]** and **[−]** to set a new value.

❒ For details about the scan size limitations when using Erase Border together with the other functions, see “Scan Size Limitations, by Function”.

Reference

p.156 “Supplementary Information”

p.162 “Scan Size Limitations, by Function”

“Edit”, General Settings Guide

Erase Inside

Use this function to copy the original while erasing a specified area.

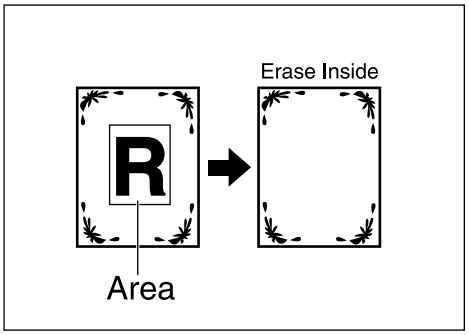
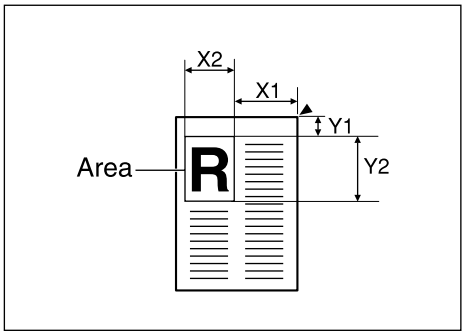


ABB524S

Important

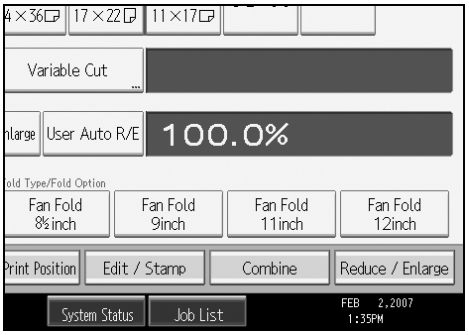
❒ You cannot use the bypass tray with this function.

To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2 on the original. Measure the area you want to specify before entering the area settings.



ATY035S

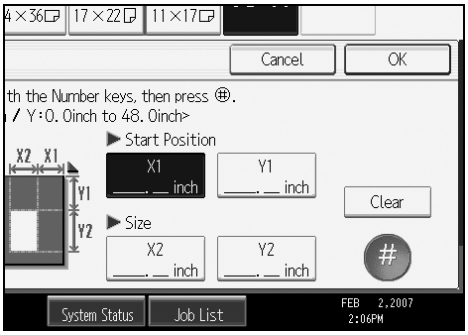
1 **Press [Edit / Stamp].**



2 **Press [Erase].**

3 **Select one of the areas from [Erase Inside 1] to [Erase Inside 5].**

4 **Enter the length of [X1] with the number keys, and then press [#].**



5 **Enter the lengths of [X2], [Y1], and [Y2] in the same way, and then press [OK].**

6 **To specify multiple areas, specify areas 1 to 5, and then repeat steps 4 to 5.**

7 **Press [OK].**

Note

❒ When using this function with magnification, the actual size will be the specified value multiplied by the reproduction ratio.

❒ You can specify up to five areas.

Reference

p.156 “Supplementary Information”

p.162 “Scan Size Limitations, by Function”

Erase Outside

Use this function to copy the original while erasing outside a specified area.

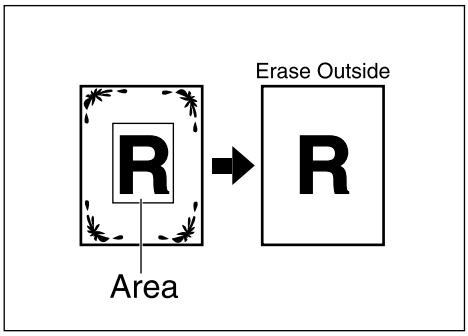
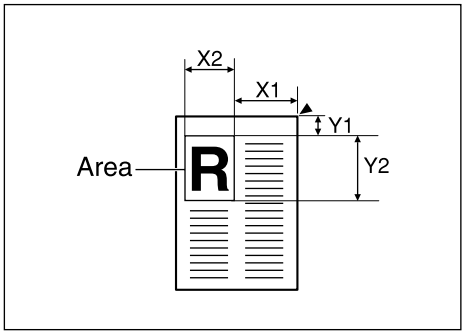


ABB526S

Important

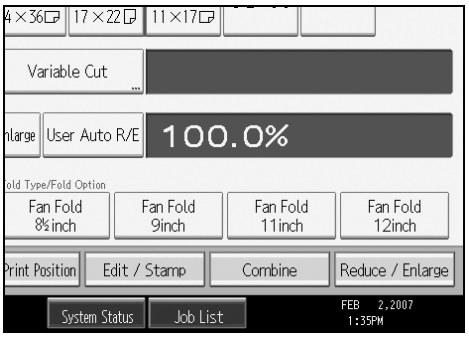
❒ You cannot use the bypass tray with this function.

To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2 on the original. Measure the area you want to specify before entering the area settings.



ATY035S

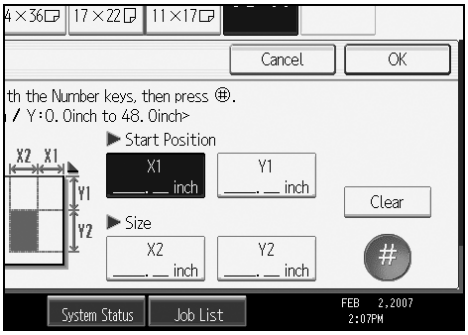
1 **Press [Edit / Stamp].**



2 **Press [Erase].**

3 **Select [Erase Outside].**

4 **Enter the length of [X1] with the number keys, and then press [#].**



5 **Enter the lengths of [X2], [Y1], and [Y2] in the same way, and then press [OK].**

6 **Press [OK].**

Note

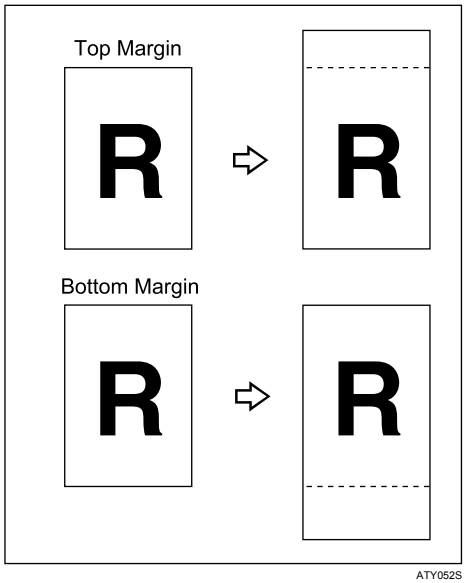
❒ When using this function with magnification, the actual size will be the specified value multiplied by the reproduction ratio.

Reference

p.162 “Scan Size Limitations, by Function”

Margin Adjustment

When Synchro Cut is selected, you can create a margin on the copy's leading and trailing edge.



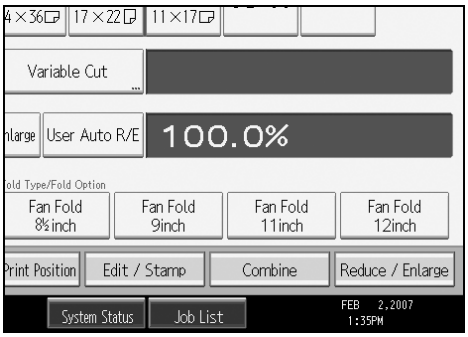
Important

❒ You cannot use the bypass tray with this function.

You can select the following types of margin for this function:

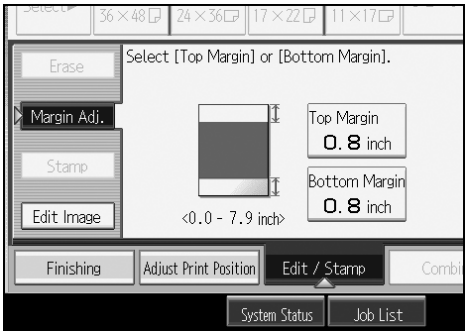
- Top Margin: margin at the leading edge of the original (top of copy).
- Bottom Margin: margin at the trailing edge of the original (bottom of copy).

1 **Press [Edit / Stamp].**



2 **Press [Margin Adj.].**

3 **Press [Top Margin] or [Bottom Margin].**



4 **Use [−] or [+] to specify the margin, and then press [OK].**

[Synchro Cut] is automatically selected.

Note

❒ You can specify the margin from 0 to 200 mm (7.9") in 1 mm (0.1") increments. The default margin is 20 mm (0.8").

❒ You can specify both the top and the bottom margins at a time.

❒ The copy length is the length automatically specified by Synchro Cut plus the margin specified.

Reference

p.56 “Synchro Cut”

p.156 “Supplementary Information”

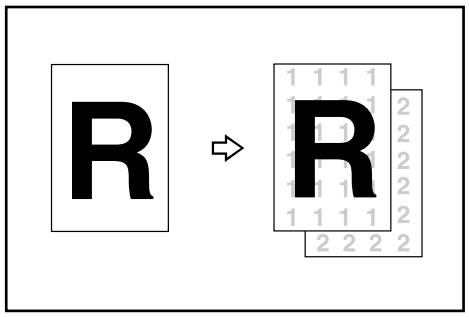
p.162 “Scan Size Limitations, by Function”

“Edit”, General Settings Guide

Background Numbering

Use this function to have numbers printed on the background of copies.

If this function is used in conjunction with Sort, the same numbers are printed on each set of copies, helping you keep track of confidential documents.

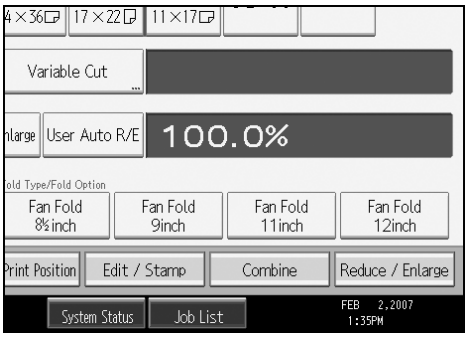


GCSTMP2J

Important

❒ You cannot use the bypass tray with this function.

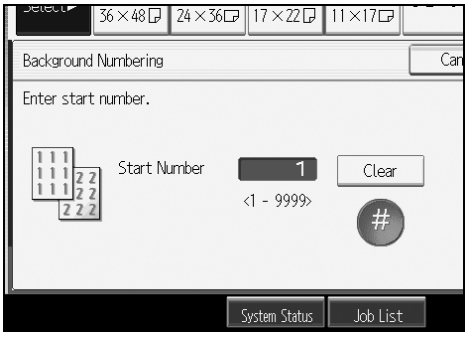
1 **Press [Edit / Stamp].**



2 **Press [Stamp].**

3 **Press [Background Numbering].**

4 **Enter the number to start counting from with the number keys, and then press [#].**



You can set the number from 1 to 9999.

5 **Press [OK] twice.**

Note

❒ To change the value entered in step **4**, press **[Clear]** to set a new value.

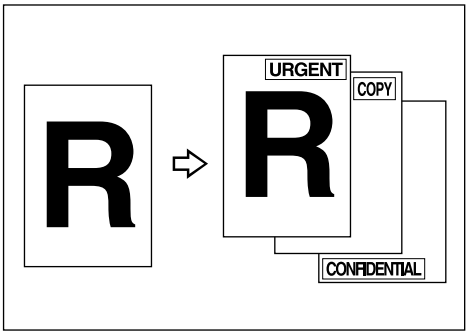
❒ You can combine this function with up to four other stamp functions.

Reference

p.156 “Supplementary Information”
p.162 “Scan Size Limitations, by Function”
“Stamp”, General Settings Guide

Preset Stamp

Preset messages are stamped on copies.



GCSTMP1E

The following eight messages are available for Preset Stamp:

“COPY”, “URGENT”, “PRIORITY”, “For Your Info.”, “PRELIMINARY”, “For Internal Use Only”, “CONFIDENTIAL”, “DRAFT”

Important

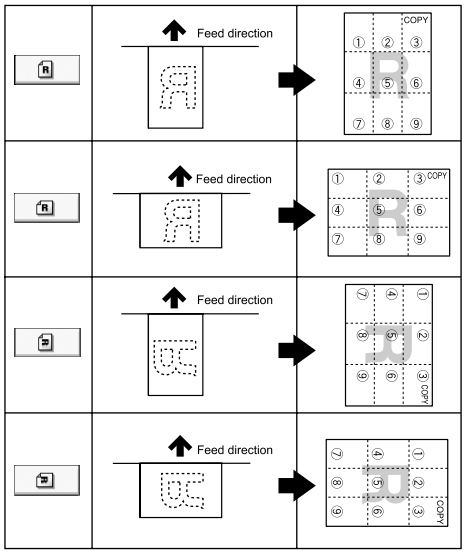
❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

2

❖ Stamp position and original orientation

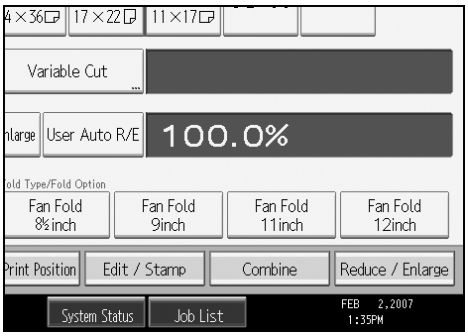
The stamp positions differ according to the orientation in which you place your originals.



Key on the display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

ATY019S

1 **Press [Edit / Stamp].**



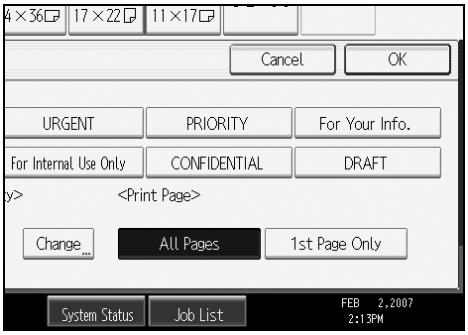
2 **Press [Stamp].**

3 **Press [Preset Stamp].**

4 **Select the desired message.**

You can change the position, size, and density of the stamp.

5 **Press [All Pages] or [1st Page Only] to select the print page.**



6 **After making all settings, press [OK].**

7 **Press [OK].**

Note

❒ You can combine this function with up to four other stamp functions.

❒ You can change the priority of the selected stamp.

Reference

p.156 “Supplementary Information”
p.162 “Scan Size Limitations, by Function”
“Stamp”, General Settings Guide

Changing the stamp position, size and density

Changes the stamp position, size and density.

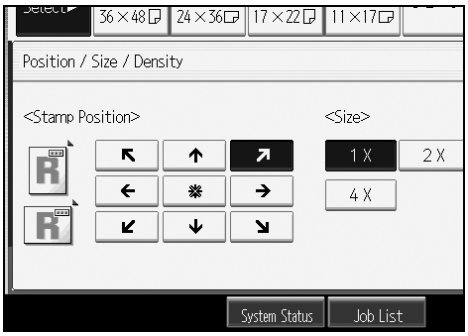
1 **Press [Edit / Stamp].**

2 **Press [Stamp].**

3 **Press [Preset Stamp].**

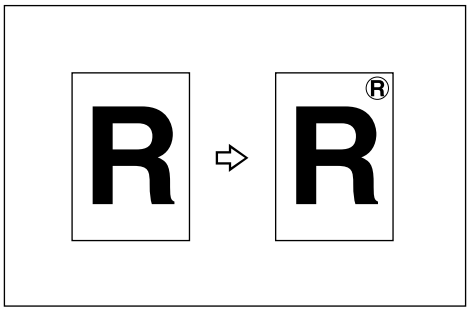
4 **Press [Change] under Position / Size / Density.**

5 **Select the position, size, and density of the stamp, and then press [OK].**



User Stamp

Prints a scanned image on copies as a stamp. Letters or images you use frequently can be registered.



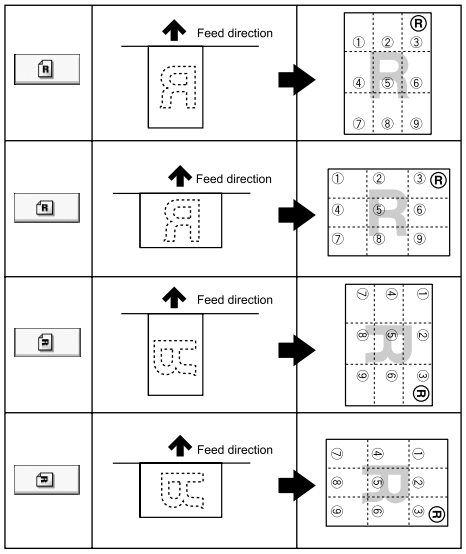
GCSTMP0E

Important

- ❒ You have to register a user stamp before using this function.
- ❒ You cannot use the bypass tray with this function.
- ❒ Only one message can be stamped each time.

❖ Stamp position and original orientation

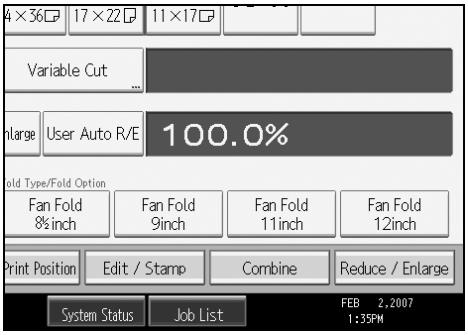
The user stamp positions differ according to the orientation in which you place your originals.



Key on the display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

ATY020S

1 **Press [Edit / Stamp].**



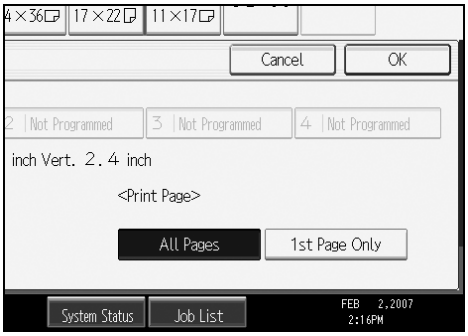
2 **Press [Stamp].**

3 **Press [User Stamp].**

4 **Select the desired message.**

You can change the stamp position.

5 **Press [All Pages] or [1st Page Only] to select the print page.**



6 **After making all settings, press [OK].**

7 **Press [OK].**

Note

- ❒ You can combine this function with up to four other stamp functions.
- ❒ Up to four user stamps can be registered.
- ❒ When User Stamp is selected, it may take longer to print the first copy.
- ❒ To delete a stored user stamp, see “Deleting a user stamp”.

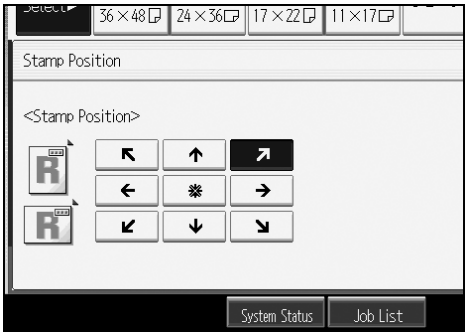
Reference

p.93 “Registering a user stamp”
p.95 “Deleting a user stamp”
p.156 “Supplementary Information”
p.162 “Scan Size Limitations, by Function”
“Stamp”, General Settings Guide

Changing the stamp position

Changes the stamp position.

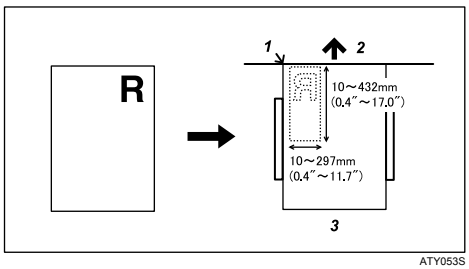
1. **Press [Edit / Stamp].**
2. **Press [Stamp].**
3. **Press [User Stamp].**
4. **Press [Change] under Stamp Position.**
5. **Select the desired position, and then press [OK].**



Registering a user stamp

Scans an image that is used as a user stamp.

The range of stamp images for readability is 10–297 mm (0.4"-11.7") wide and 10–432 mm (0.4"-17.0") high. However, if the value exceeds the maximum value of the area (5,000 mm^2, 7.75 $inch^2$), it is corrected within the range of the area automatically.

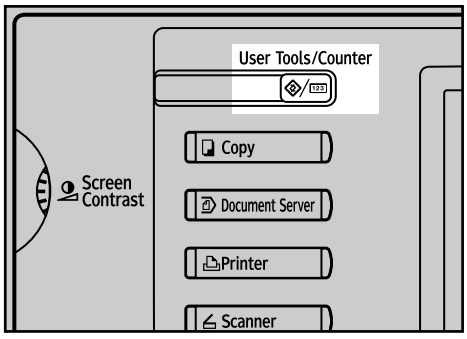


1. **Base point**

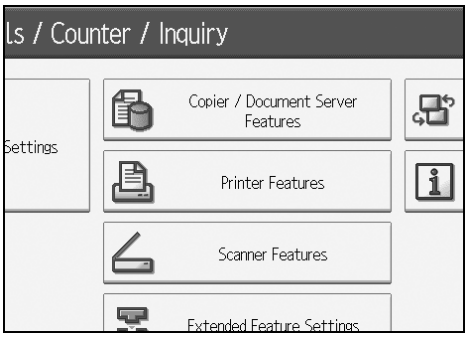
2. **Original feed direction**

3. **Original table**

1 **Press the【User Tools / Counter】key.**



2 **Press [Copier / Document Server Features].**



3 **Press [Stamp].**

4 **Press [User Stamp].**

5. **Press [Program / Delete Stamp].**

6. **Press [→Program], and then press the stamp number you want to program.**

7. **Enter the user stamp name (up to ten characters) with the letter keys, and then press [OK].**

8. **Enter the horizontal size of the stamp with the number keys, and then press [#].**

9. **Enter the vertical size of the stamp with the number keys, and then press [#].**

10. **Adjust the original guides to A3 (11"×17") or A4 ($8^1/_2$"×11"), and then place the original for user stamp on the original table.**

11. **Press [Start Scanning].**

    The original will be scanned, and the stamp will be registered.

12. **Press [Exit].**

13. **Press [Exit].**

    The display returns to the User Tools/Counter/Inquiry screen.

14. **Press [Exit].**

    Exits settings and gets ready to copy.

Note

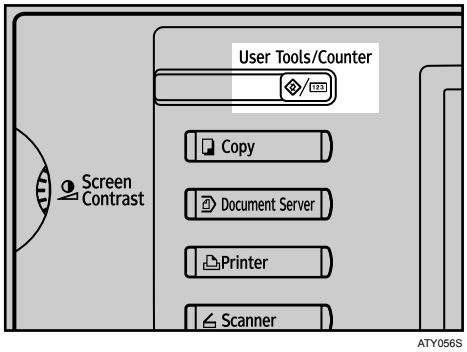
- Stamp numbers with → already have settings in them.
- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press **[Yes]** or **[Stop]**.
- Up to four user stamps can be registered.
- If the stamp is red or bright red, it may not be scanned clearly. To store a user stamp clearly, use a black ink stamp, or make a copy and use that as the original.

Deleting a user stamp

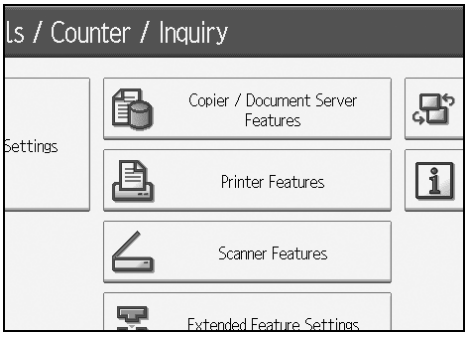
Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

1. **Press the【User Tools / Counter】key.**



2. **Press [Copier / Document Server Features].**



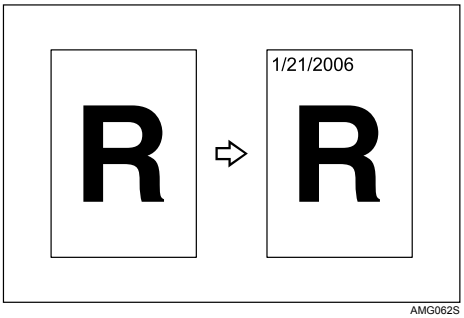
3. **Press [Stamp].**
4. **Press [User Stamp].**
5. **Press [Program / Delete Stamp].**
6. **Press [Delete], and then press the stamp number you want to delete.**
7. **Select [Yes], and then press [Exit].**
8. **Press [Exit].**

   The display returns to the User Tools/Counter/Inquiry screen.
9. **Press [Exit].**

   Exits settings and gets ready to copy.

Date Stamp

Use this function to print dates on your copies.



AMG062S

Important

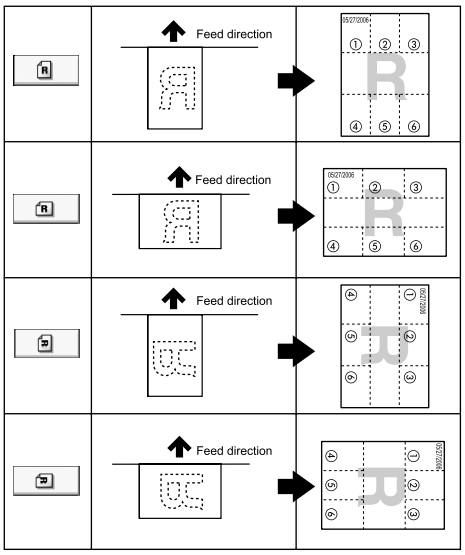
❒ You cannot use the bypass tray with this function.

You can select from the following formats:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD

❖ Stamp position and original orientation

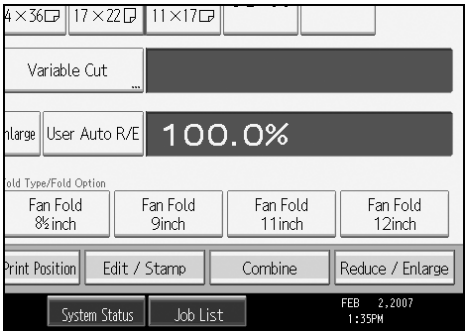
The date stamp positions differ according to the orientation in which you place your originals.



Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

ATY021S

1 **Press [Edit / Stamp].**



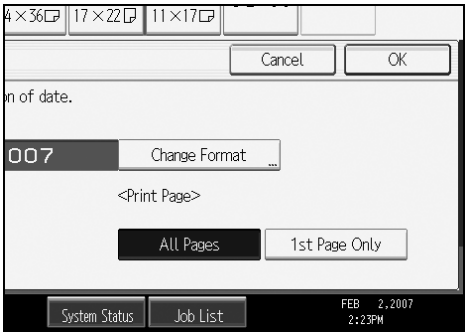
2 **Press [Stamp].**

3 **Press [Date Stamp].**

4 **Select the stamp format.**

You can change the format and position of the date to be stamped.

5 **Press [All Pages] or [1st Page Only] to select the print page.**



6 **After making all settings, press [OK].**

7 **Press [OK].**

Note

❒ You can combine this function with up to four other stamp functions.

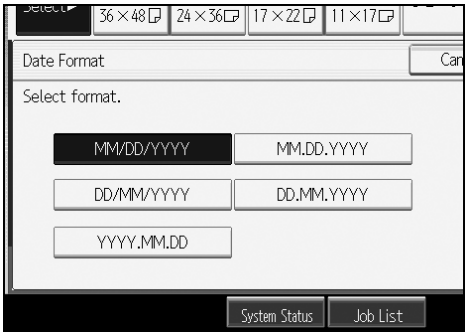
Reference

p.156 “Supplementary Information”
p.162 “Scan Size Limitations, by Function”
“Stamp”, General Settings Guide

Changing the format of date

Changes the format of date to be stamped.

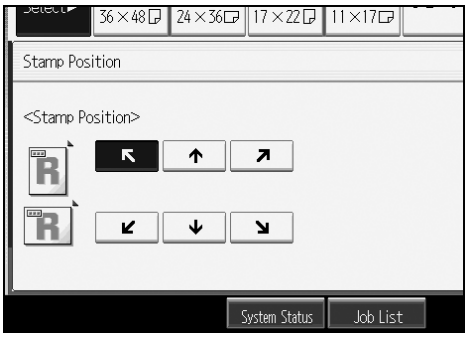
1. **Press [Edit / Stamp].**
2. **Press [Stamp].**
3. **Press [Date Stamp].**
4. **Press [Change Format] under Current Date.**
5. **Select the date format, and then press [OK].**



Changing the stamp position

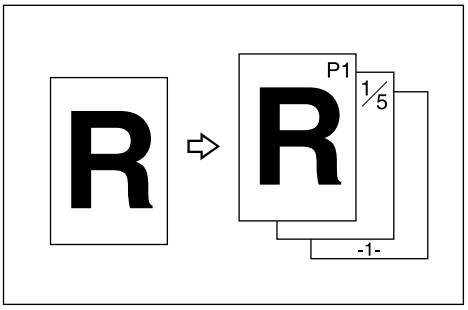
Changes the stamp position.

1. **Press [Edit / Stamp].**
2. **Press [Stamp].**
3. **Press [Date Stamp].**
4. **Press [Change] under Stamp Position.**
5. **Select the desired date stamp position, and then press [OK].**



Page Numbering

Use this function to print page numbers on your copies.



CP2G0100

Important

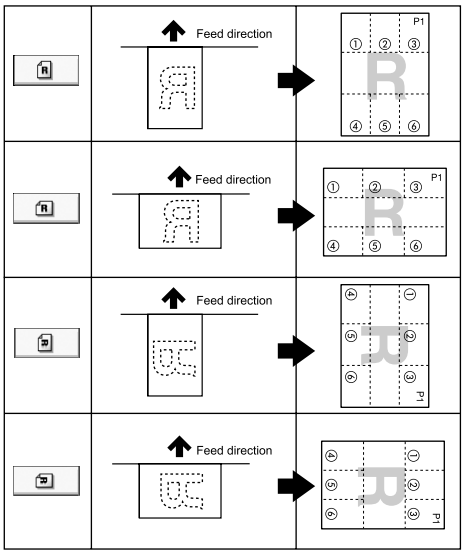
❒ You cannot use the bypass tray with this function.

There are six types of page numbering available.

- P1,P2,…
- 1/5,2/5,…
- -1-,-2-,…
- P.1,P.2,…
- 1, 2, …
- 1-1,1-2,…

❖ Stamp position and original orientation

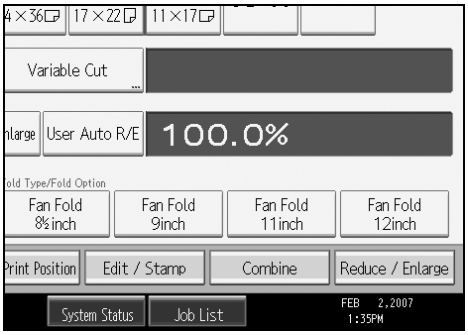
The page stamp positions differ according to the orientation in which you place your originals.



Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

ATY022S

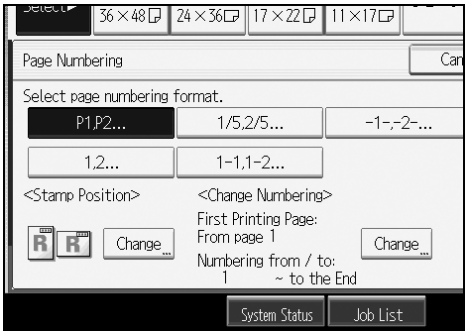
1 **Press [Edit / Stamp].**



2 **Press [Stamp].**

3 **Press [Page Numbering].**

4 **Select the format.**



You can specify the position and pages to be stamped, and numbering.

5 **After making all settings, press [OK].**

6 **Press [OK].**

Note

❒ You can combine this function with up to four other stamp functions.

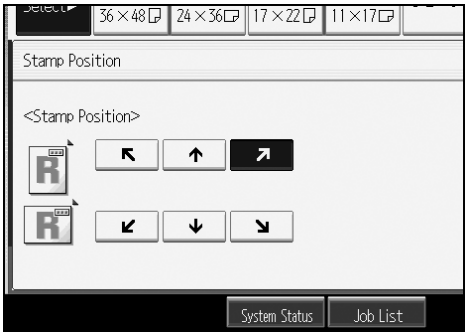
Reference

p.156 “Supplementary Information”
p.162 “Scan Size Limitations, by Function”
“Stamp”, General Settings Guide

Changing the stamp position

Changes the stamp position.

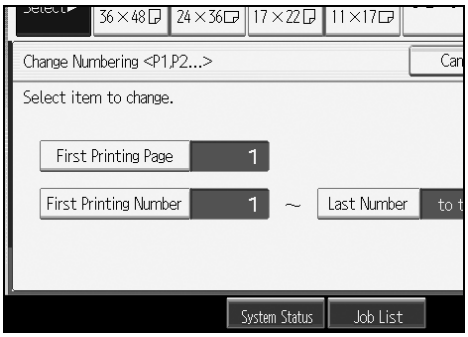
1. **Press [Edit / Stamp].**
2. **Press [Stamp].**
3. **Press [Page Numbering].**
4. **Press [Change] under Stamp Position.**
5. **Select the desired position, and then press [OK].**



Specifying the first printing page and start number ("P1,P2...", "-1-,-2-...", "P.1,P.2...", "1,2...")

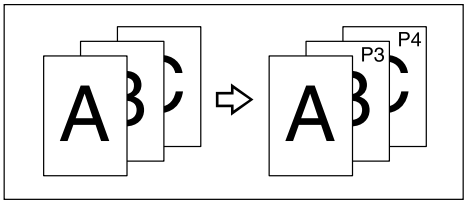
Explains the example when "P1, P2 …" is selected. The steps are the same for other cases.

1. **Press [Edit / Stamp].**
2. **Press [Stamp].**
3. **Press [Page Numbering].**
4. **Press [Change] under Change Numbering.**
5. **Press [First Printing Page], enter the original sheet number from which to start printing with the number keys, and then press [#].**



6 **Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].**

The example below shows when the first printing page is "2" and the start number is "3".



7 **Press [Last Number], enter the number of the page at which to stop numbering with the number keys, and then press [#].**

If you want to number all pages to the end, press **[to the End]**.

8 **When page designation is complete, press [OK].**

9 **Press [OK] twice.**

Note

❒ To change the numbers entered in steps **5**-**7**, press **[Clear]**, and then enter a new number.

❒ You can set a value from 1 to 9999 for **[First Printing Page]**, **[First Printing Number]**, and **[Last Number]**.

Specifying the first printing page and start number ("1/5,2/5...")

Explains the procedures when "1/5,2/5..." is selected.

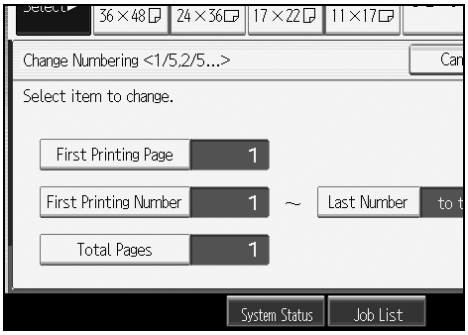
1 **Press [Edit / Stamp].**

2 **Press [Stamp].**

3 **Press [Page Numbering].**

4 **Press [Change] under Change Numbering.**

5 **Press [First Printing Page], enter the original sheet number from which to start printing with the number keys, and then press [#].**



6 **Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].**

7 **Press [Last Number], enter the number of page at which to stop numbering with the number keys, and then press [#].**

Proceed to step **8** when not changing.

If you want to number all pages to the end, press **[to the End]**.

The last number is the last page number to print. For example, if Total Pages is ten, if you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

8 **Press [Total Pages], enter the total number of original pages with the number keys, and then press [#].**

9 **When page designation is complete, press [OK].**

10 **Press [OK] twice.**

Note

❒ To change the numbers entered in steps **5**-**8**, press **[Clear]**, and then enter a new number.

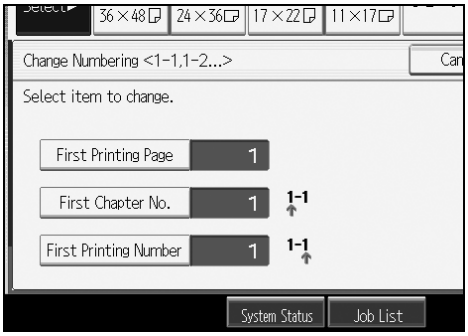
❒ To change the settings (the first printing page, the number of page from which to start numbering, or total number of pages) after pressing **[OK]** in step **9**, press **[Change]**, and then enter the numbers again.

❒ You can set a value from 1 to 9999 for **[First Printing Page]**, **[First Printing Number]**, **[Last Number]**, and **[Total Pages]**.

Specifying the first printing page and start number ("1-1,1-2...")

Explains the procedures when "1-1,1-2..." is selected.

1. **Press [Edit / Stamp].**
2. **Press [Stamp].**
3. **Press [Page Numbering].**
4. **Press [Change] under Change Numbering.**
5. **Press [First Printing Page], enter the original sheet number from which to start printing with the number keys, and then press [#].**



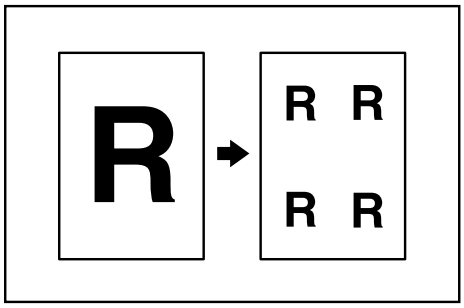
6. **Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].**
7. **Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].**
8. **When page designation is complete, press [OK].**
9. **Press [OK] twice.**

Note

- To change the numbers entered in steps 5-7, press **[Clear]**, and then enter a new number.
- You can set a value from 1 to 9999 for **[First Printing Page]**, **[First Chapter No.]**, and **[First Printing Number]**.

Image Repeat

Repeatedly copies the entire image.

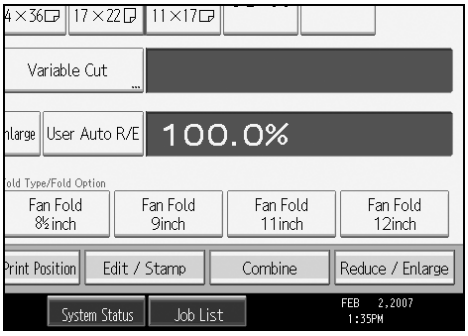


Important

❒ You cannot use the bypass tray with this function.

The number of repeated images depends on the original size, copy paper size, and reproduction ratio. For example, you can copy eight A4 (A) images to one sheet of A1 (D) size paper.

1 **Press [Edit / Stamp].**



2 **Press [Edit Image].**

3 **Press [Image Repeat].**

4 **Press [OK].**

5 **Select the paper tray.**

Note

❒ You can insert separation lines (solid, broken, crop marks) between repeated images.

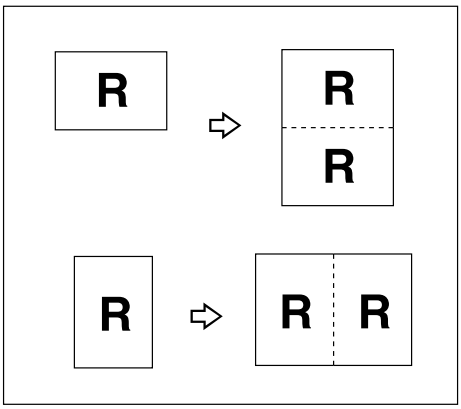
❒ When using Image Repeat with Adjust Print Position, the composite image is shifted.

Reference

p.156 “Supplementary Information”
p.162 “Scan Size Limitations, by Function”
“Edit”, General Settings Guide

Double Copies

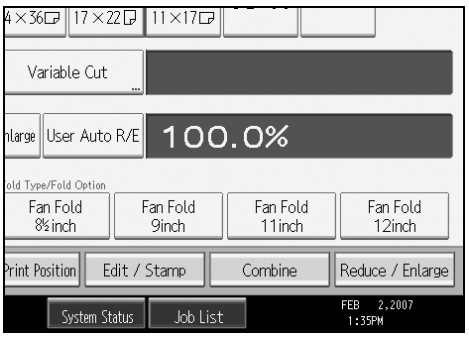
One original image is copied twice on one copy as shown.



Important

❒ You cannot use the bypass tray with this function.

1. **Press [Edit / Stamp].**



2. **Press [Edit Image].**
3. **Press [Double Copies].**
4. **Press [OK].**
5. **Select the paper tray.**

Note

❒ You can insert separation lines (solid, broken, crop marks) between two images.

❒ When using Double Copies, the copy paper must be twice as large as the original. When using Reduce/Enlarge, consider the magnification ratio when selecting the paper size.

Reference

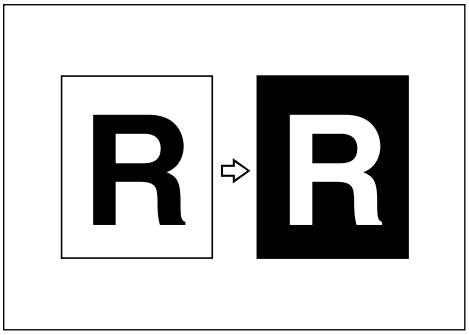
p.156 “Supplementary Information”

p.162 “Scan Size Limitations, by Function”

“Edit”, General Settings Guide

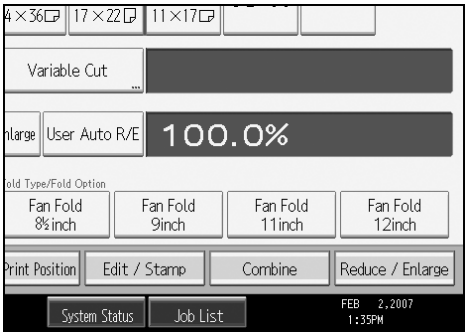
Positive/Negative

Copies an image inverted.



GCHATN1E

1 **Press [Edit / Stamp].**



2 **Press [Edit Image].**

3 **Press [Positive / Negative].**

4 **Press [OK].**

5 **Select the paper tray.**

Note

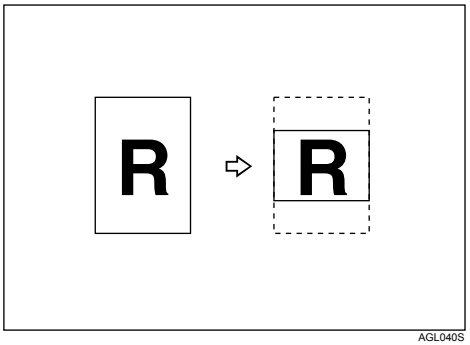
❒ When making continuous copies, image density may deteriorate.

Reference

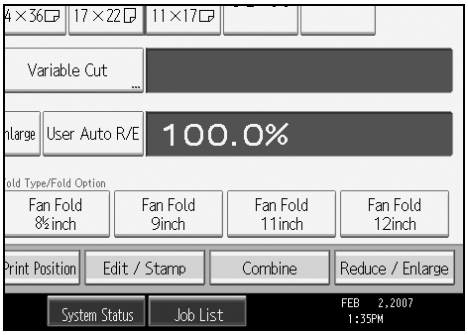
p.162 “Scan Size Limitations, by Function”

Partial Copy

Use this function to copy only a specified portion of the original.



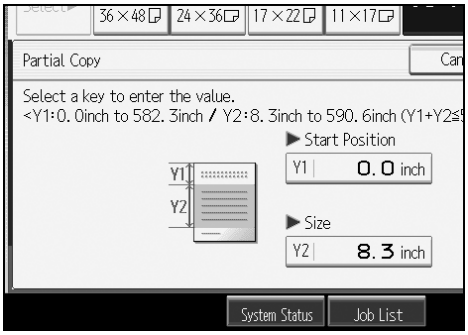
1 **Press [Edit / Stamp].**



2 **Press [Edit Image].**

3 **Press [Partial Copy].**

4 **Press [Y1], and then enter the scan start position (the length from the leading edge of the original) with the number keys.**



5 **Press [#].**

6 **Press [Y2], and then enter the copy size with the number keys.**

7 **Press [#].**

8 **Press [OK] twice.**

Note

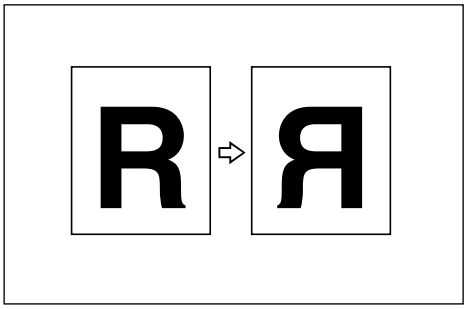
- To change the value, press **[Clear]**, and then enter a new value.
- The copy size (Y2) should be at least 210 mm (8.3").
- The maximum length of copy sizes (Y1+Y2) is 15000 mm (590.6").
- If Y1+Y2 is greater than 15000 mm (590.6"), the machine shortens Y2 to make Y1+Y2 less than the maximum.
- If Y1+Y2 is less than 279 mm (11"), the length of the copy paper is 279 mm (11").

Reference

"Edit", General Settings Guide

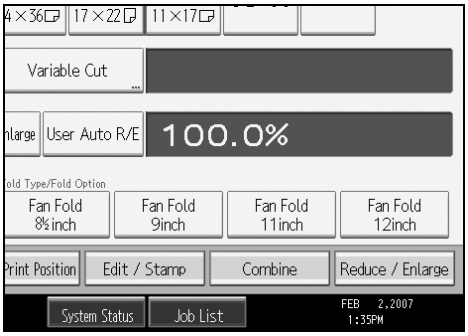
Mirror Image

Copies by reversing the image from left to right, as reflected in a mirror.



GCMILL1J

1 **Press [Edit / Stamp].**



2 **Press [Edit Image].**

3 **Press [Mirror Image].**

4 **Press [OK].**

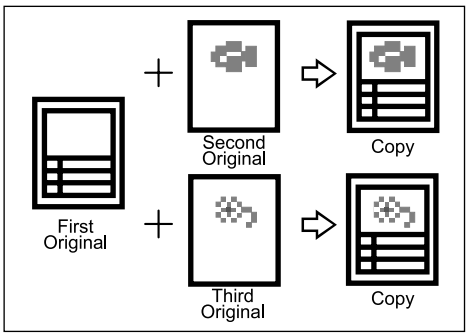
Reference

p.162 “Scan Size Limitations, by Function”

Format Overlay

Combines two images onto one copy.

You can also store frequently used format original in the machine memory and recall it for future use.



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Important

❒ You cannot use the bypass tray with this function.

There are two types of Format Overlay available.

❖ **Format Overlay**

Combines two images onto one copy using the first original as the background.

❖ **Programmed Format Overlay**

Uses a stored image as the background and combines it with a scanned image.

Reference

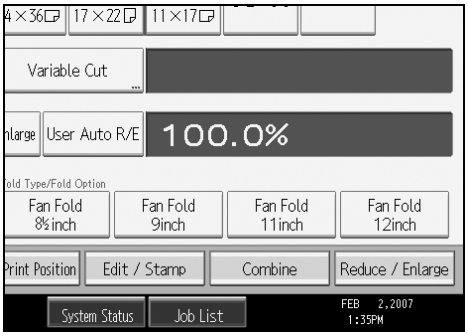
p.156 “Supplementary Information”

p.162 “Scan Size Limitations, by Function”

Format Overlay

Combines two images onto one copy using the first original as the background.

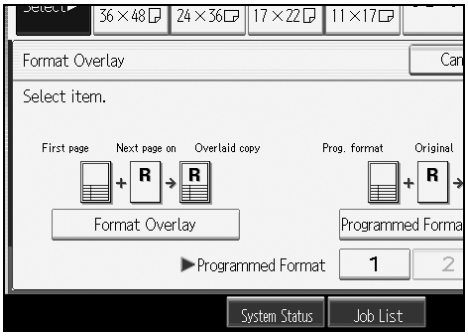
1 **Press [Edit / Stamp].**



2 **Press [Edit Image].**

3 **Press [Format Overlay].**

4 **Press [Format Overlay].**



5 **Make the necessary settings.**

6 **Place the first original, and let it be scanned.**

7 **Place the second original, and let it be scanned.**

The machine makes a composite copy of the first and second originals.

8 **Place the third original, and let it be scanned.**

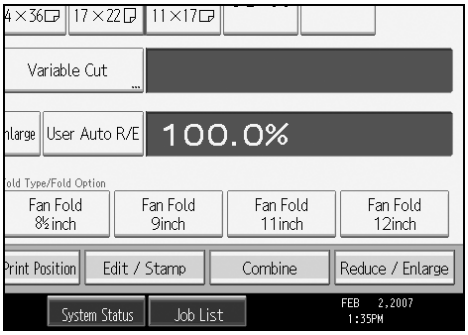
The machine makes a composite copy of the first and third originals.

9 **Place any further originals, as required.**

Programmed Format Overlay

Uses a stored image as the background and combines it with a scanned image. To use this function, you need to register the overlay format in advance.

1 **Press [Edit / Stamp].**

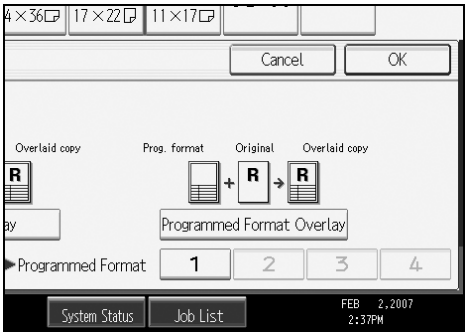


2 **Press [Edit Image].**

3 **Press [Format Overlay].**

4 **Press [Programmed Format Overlay].**

5 **Select a stored format number.**



6 **Make the necessary settings.**

7 **Place your original, and let it be scanned.**

The machine makes a copy overlaying the scanned original onto the stored format.

8 **Place any further originals, as required.**

The machine makes a copy overlaying the new original onto the stored format.

Reference

p.114 “Storing a format”
p.115 “Overwriting a stored format”
p.115 “Deleting a stored format”
“Program / Delete Overlay Format”, General Settings Guide

Storing a format

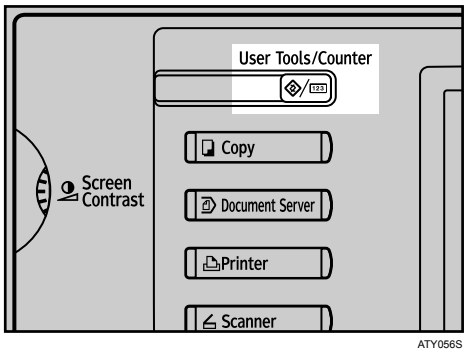
Stores a format for Programmed Format Overlay.

The maximum size of original to be stored is A0 (E). You cannot store long length originals.

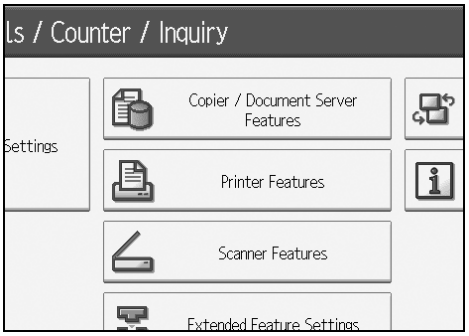
2

1 **Make sure the machine is ready to copy.**

2 **Press the【User Tools / Counter】key.**

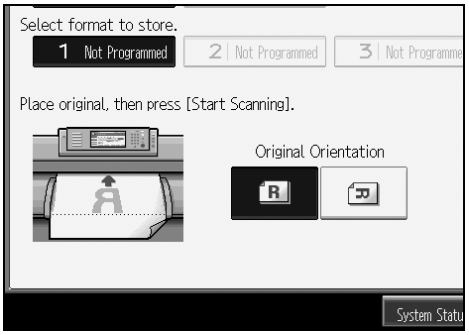


3 **Press [Copier / Document Server Features].**



4 **Press [Edit], and then press [Program / Delete Format].**

5 **Select a format number (1 to 4).**



Format numbers with ➔ against them have already been stored.

6 **Select the original orientation.**

7 **Place the original, and then press [Start Scanning].**
The original is scanned and stored.

8 **Press [Exit] twice.**
Returns to the initial User Tools / Counter / Inquiry display.

Overwriting a stored format

Overwrites a format stored in memory.

Important

❒ You cannot restore a format that has been overwritten.

1 **Make sure the machine is ready to copy.**

2 **Press the 【User Tools / Counter】 key.**

3 **Press [Copier / Document Server Features].**

4 **Press [Edit], and then press [Program / Delete Format].**

5 **Select a format number you want to overwrite.**

6 **Press [Yes].**
Press **[Stop]** if you do not want to overwrite the existing format.

7 **Select the original orientation.**

8 **Place the original, and then press [Start Scanning].**
The original is scanned and stored.

9 **Press [Exit] twice.**
Returns to the initial User Tools / Counter / Inquiry display.

Deleting a stored format

Deletes a format stored in memory.

Important

❒ You cannot restore a format that has been deleted.

1 **Make sure the machine is ready to copy.**

2 **Press the 【User Tools / Counter】 key.**

3 **Press [Copier / Document Server Features].**

4 **Press [Edit], and then press [Program / Delete Format].**

5 **Press [Delete], and then select the format number to be deleted.**

6 **Press [Yes].**

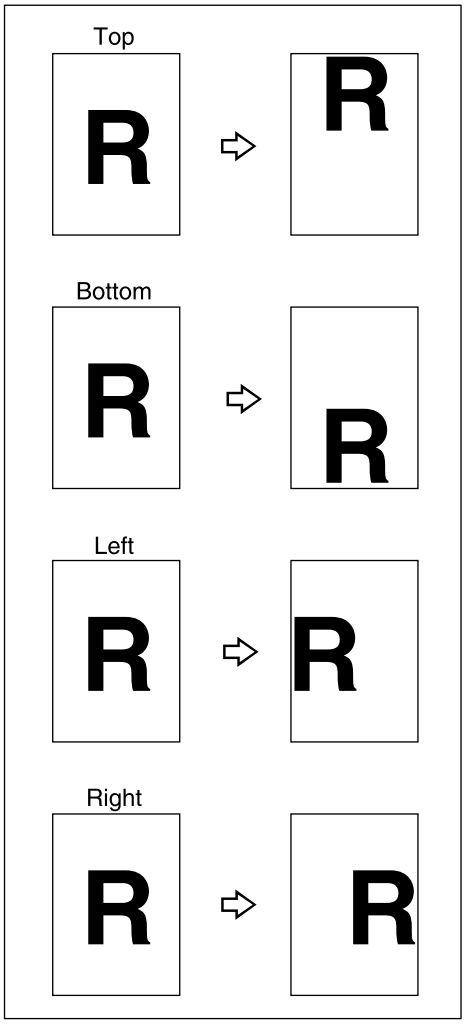
Press **[No]** if you do not want to delete the existing format.

7 **Press [Exit] twice.**

Returns to the initial User Tools / Counter / Inquiry display.

Adjust Print Position

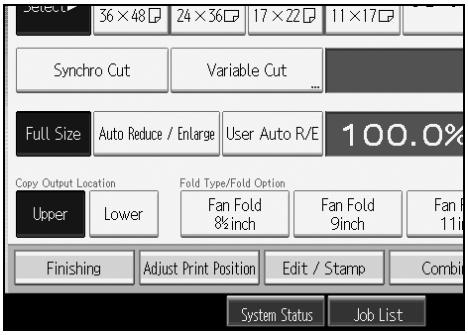
Use this function to move (shift) the copy image up, down, left, or right to create a margin. You can also shift in a combination of up/down and left/right.



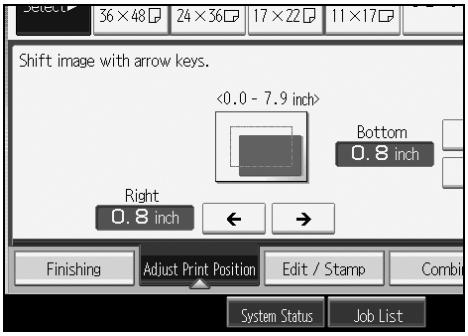
You can select the following types of margin for this function:

- **[↑]** (Top): shifts towards the leading edge of the original.
- **[↓]** (Bottom): shifts towards the trailing edge of the original.
- **[←]** (Left): shifts towards the left of the original.
- **[→]** (Right): shifts towards the right of the original.

1 **Press [Adjust Print Position].**



2 **Use [←] or [→] to specify the horizontal position.**



3 **Use [↑] or [↓] to specify the vertical position.**

4 **Press [OK].**

Note

❒ The default setting is Bottom 20 mm (0.8") and Right 20 mm (0.8").

Reference

p.156 “Supplementary Information”
p.162 “Scan Size Limitations, by Function”

Sort

The machine assembles copies as sets in sequential order.

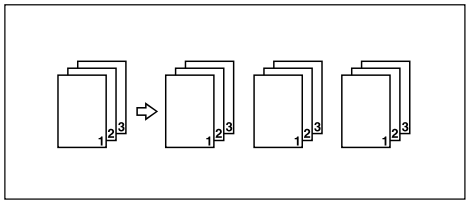
Important

❒ To use Rotate Sort, two paper trays loaded with same size and type paper, but in different orientation ( ), are required.

❒ You cannot use the bypass tray with Rotate Sort.

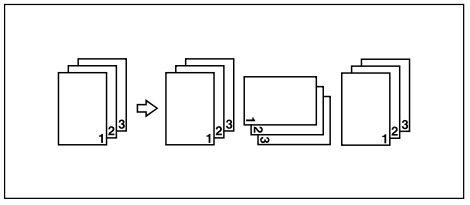
❖ **Sort**

Copies are assembled as sets in sequential order.



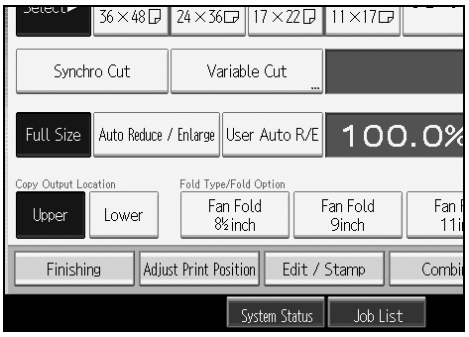
❖ **Rotate Sort**

Every other copy set is rotated by 90 degrees ( ) and delivered to the copy tray.



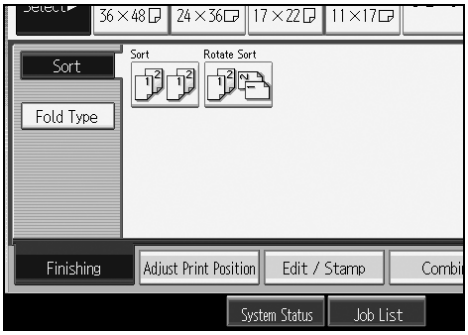
1 **Make necessary settings.**

2 **Press [Finishing].**



3 **Press [Sort].**

4 **Select [Sort] or [Rotate Sort].**



5 **Press [OK].**

6 **Enter the number of copy sets with the number keys.**

7 **Place your original, and let it be scanned.**

Press the 【#】 key after all the originals have been scanned. The machine starts copying.

Note

❒ To use Sample Copy, select **[Press Start Key]** under **[Feed Start Method]** in System Settings. You cannot make sample copy when **[Auto]** is selected.

❒ To confirm the type of finishing, press the 【**Sample Copy**】 key in step 7.

❒ To cancel Sort or Rotate Sort, press **[Clear]**.

❒ Special size paper cannot be used with Rotate Sort.

Reference

p.3 “Functions Requiring Optional Configurations”

p.156 “Supplementary Information”

p.162 “Scan Size Limitations, by Function”

“General Features (System Settings)”, General Settings Guide

Sample Copy

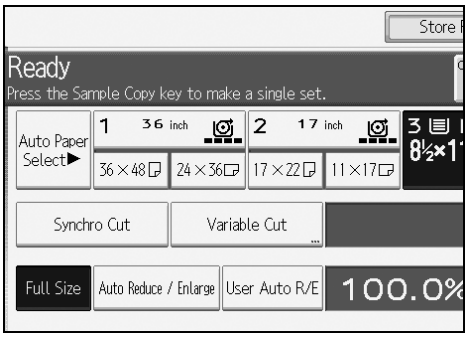
Use this function to check the copy settings before making a long copy run.

Important

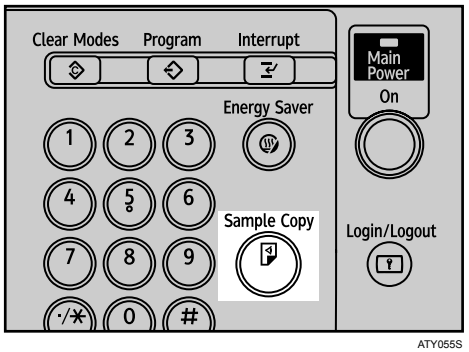
❒ This function can be used only when the Sort function is selected.

❒ To use Sample Copy, select **[Press Start Key]** under **[Feed Start Method]** in System Settings. You cannot make sample copy when **[Auto]** is selected.

1 Select Sort or Rotate Sort and any other necessary functions, and then place the originals.



2 Press the【Sample Copy】key.



One copy set is delivered as a sample.

3 If the sample is acceptable, press [Continue].

The number of copies made is the number specified minus one for the proof copy.

Note

❒ If you press **[Suspend]** after checking the results, return to step **1** to adjust the copy settings as necessary. Depending on the combination of functions, you may not be able to change some settings.

Reference

p.155 “Function Compatibility”

Changing the number of sets

You can change the number of copy sets during copying.

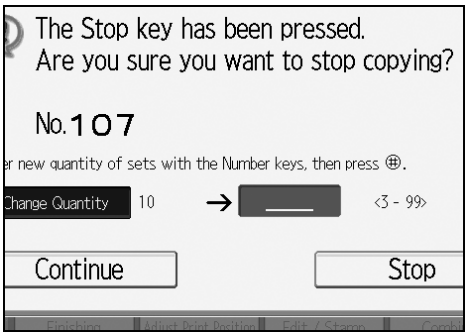
Important

❒ This function can be used only when the Sort function is selected.

1 **While "Copying..." is displayed, press the 【Clear/Stop】 key.**

2 **Press [Change Quantity].**

3 **Enter the number of copy sets with the number keys, and then press the 【#】 key.**



4 **Press [Continue].**

Copying starts again.

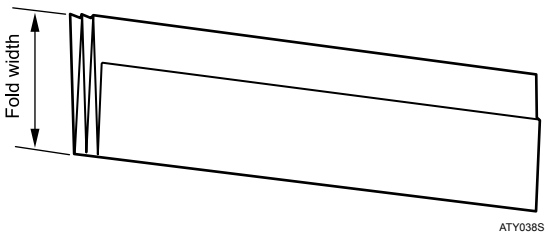
Note

❒ The number of sets you can enter in step 3 differs depending on when the 【Clear/Stop】 key is pressed.

Fan Fold

Automatically folds copies.

The sheet is folded several times parallel to its leading edge, enabling it be opened like a fan.

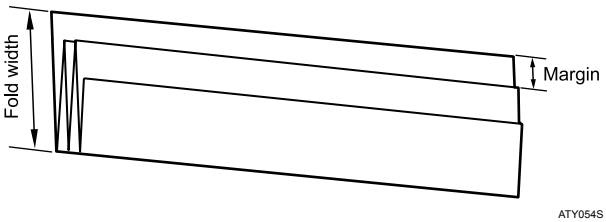


Important

❒ If you select Fan Fold, you must select the lower copy output as the copy output location.

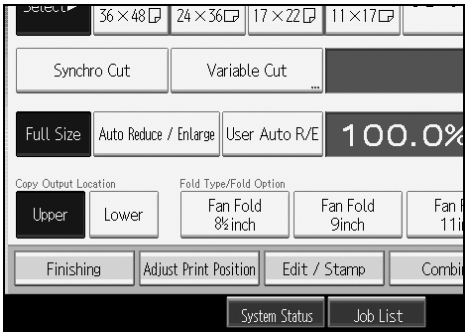
You can select one of the following widths for the fold: 140, 170, 210, or 297 mm ($8^1/_2$", 9", 11", and 12").

When **[$8^1/_2$inch(Margin Fold)]** is selected, paper is folded so as to have a binding margin.



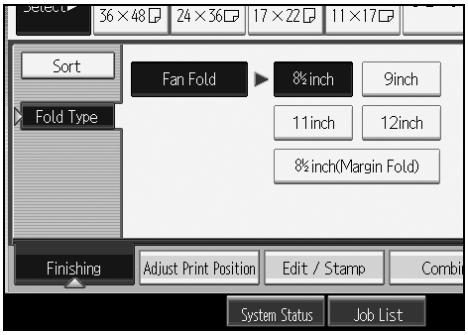
For details about the Fold function, see the manuals for your folding finisher.

1 **Press [Finishing].**



2 **Press [Fold Type].**

3 **Select a fold width for Fan Fold.**



4 **Press [OK].**

Reference

p.3 “Functions Requiring Optional Configurations”
p.14 “Lower copy output”

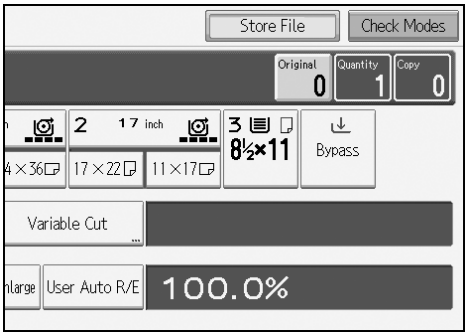
Storing Data in the Document Server

The Document Server enables you to store documents in the memory and print them as you want.

Important

❒ Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage that might result from the loss of data.

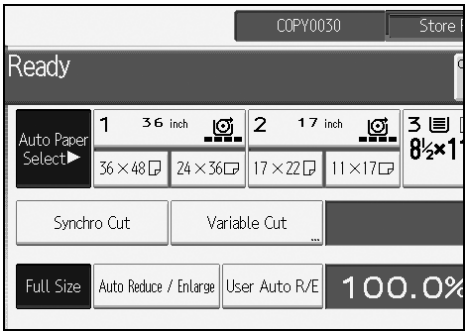
1 **Press [Store File].**



2 **Enter a file name, user name, or password if necessary.**

3 **Press [OK].**

4 **Make the scanning settings for the original.**



5 Adjust the original guides to the width of the original, and then place the original face down.

The original feeds into the machine automatically, and copying starts. The scanned data is also stored in the memory.

Note

- ❒ To stop scanning, press the 【**Clear/Stop**】 key. To resume a paused scanning job, press **[Continue]** in the confirmation display. To delete scanned images and cancel the job, press **[Stop]**.
- ❒ Press the 【**#**】 key after all the originals have been scanned.
- ❒ Data stored in the Document Server is set to be deleted after three days by the factory default. You can specify the period after which the stored data is deleted automatically. For details about changing settings, see "Administrator Tools", General Settings Guide.
- ❒ To check if the document has been stored, press the 【**Document Server**】 key.
- ❒ If you want to store another document, do so after copying is complete.
- ❒ For details about the Document Server, see "Using the Document Server".
- ❒ For details about printing stored documents, see "Printing a Stored Document".
- ❒ For details about setting user name, file name, and password, see "Storing Data".
- ❒ Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult the administrator.

Reference

p.136 "Using the Document Server"

p.136 "Storing Data"

p.146 "Printing a Stored Document"

"Administrator Tools", General Settings Guide

Programs

You can store frequently used copy job settings in the machine memory and recall them for future use.

You can store up to 10 programs.

Note

❒ When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the 【Program】 key, when modes are cleared or reset, and after the operation switch is turned on. See "Registering Defaults in Initial Display".

❒ Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with User Tools (System Settings) will be selected first. See "Tray Paper Settings", General Settings Guide.

❒ Programs are not deleted by turning the power off or by pressing the 【Clear Modes】 key.

Reference

p.129 "Registering Defaults in Initial Display"

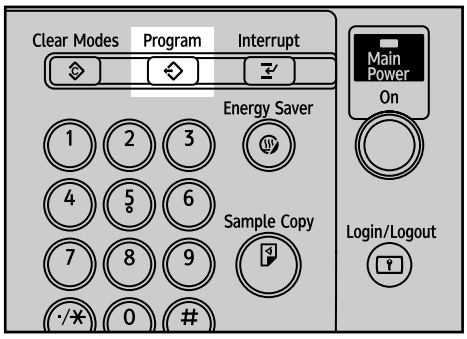
"Tray Paper Settings", General Settings Guide

Storing a Program

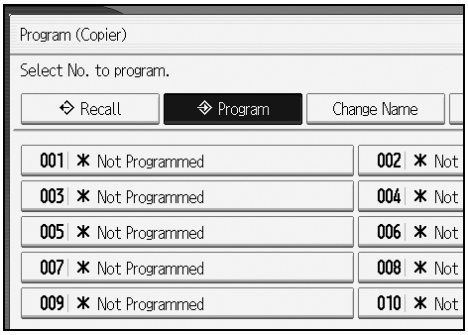
Stores a program.

1 Edit the copy settings so all functions you want to store in this program are selected.

2 Press the 【Program】 key.



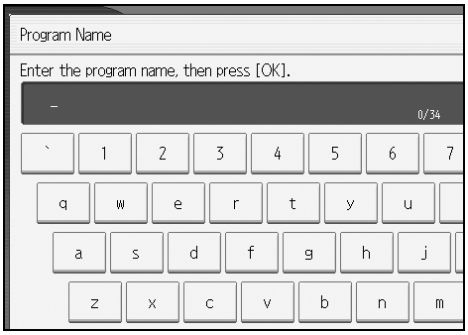
3 **Press [Program].**



4 **Press a program number you want to store.**

5 **Enter a program name with the letter keys.**

You can enter up to 34 characters.



6 **Press [OK].**

The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.

Note

❒ Program numbers with ➔ against them already have settings made for them.

Changing a Stored Program

Changes program settings.

1 **Check the program settings.**

2 **Set the contents of a program.**

3 **Press the 【Program】 key.**

4 **Press [Program].**

5 **Press a program number you want to change.**

6 **Press [Yes].**

7 **Enter a program name.**

You can enter up to 34 characters.

8 **Press [OK].**

The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.

Note

❒ When you want to check the contents of a program, recall the program.

❒ When it is overwritten, the previous program is deleted.

Reference

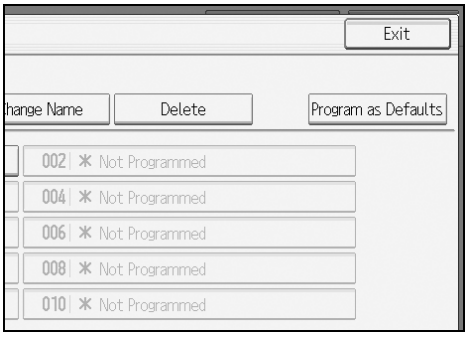
p.128 “Recalling a Program”

Deleting a Program

Erases the contents of a program.

1 **Press the【Program】key.**

2 **Press [Delete].**



3 **Press a program number you want to delete.**

4 **Press [Yes].**

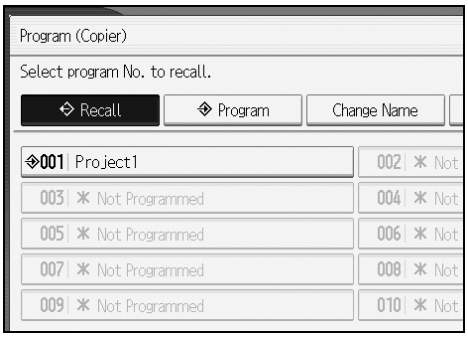
The program is deleted, and the display returns to the initial copy display.

Recalling a Program

Recalls a stored program to make copies using the stored settings.

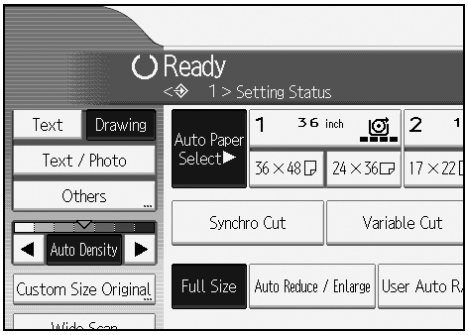
1 **Press the【Program】key.**

2 **Press [Recall].**



3 **Press a program number you want to recall.**

The stored settings are displayed.



Note

❒ Only programs with ⇨ against them contain a program in step 3.

Registering Defaults in Initial Display

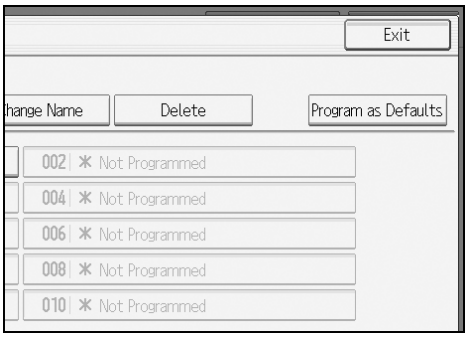
This section describes how to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned on.

The default settings you can program are Paper Tray, Original Type, Density, Special Original, Original Orientation, Edit / Stamp, Combine, Reduce / Enlarge, Finishing, Adjust Print Position, Copy Output Location, Fold Type, paper cut method, and the number of copies.

1. **Specify scan settings and any other settings you require in the initial display.**

2. **Press the 【Program】 key.**

3. **Press [Program as Defaults].**



4. **Press [Program].**

5. **When a confirmation dialog appears, press [Yes].**

   The current settings are programmed as defaults. The screen returns to the initial display.

Note

- To restore the factory default settings on the initial display, press **[Restore Factory Defaults]**.
- The default settings can be programmed separately for the normal screen and simplified display screens.

3. Document Server

The Document Server enables you to store documents on the hard disk of this machine. Thus you can print them later applying necessary conditions.

Relationship between Document Server and Other Functions

State of the Document Server varies depending on the function used.

❖ **Copier Functions**

- Storing method: Copy/Document Server
- List display: Available
- Printing: Available
- Transmission: Unavailable

❖ **Printer Functions**

- Storing method: Personal computer
- List display: Available
- Printing: Available
- Transmission: Unavailable

❖ **Scanner Functions**

- Storing method: Scanner
- List display: Unavailable
  When documents are stored with the scanner feature, you can confirm them from the scanner feature screen.
- Printing: Unavailable
- Transmission: Available
  Transmission is done by the stored document transmission of the scanner feature.

Reference

p.123 “Storing Data in the Document Server”

“Displaying the List of Stored Files”, Scanner Reference

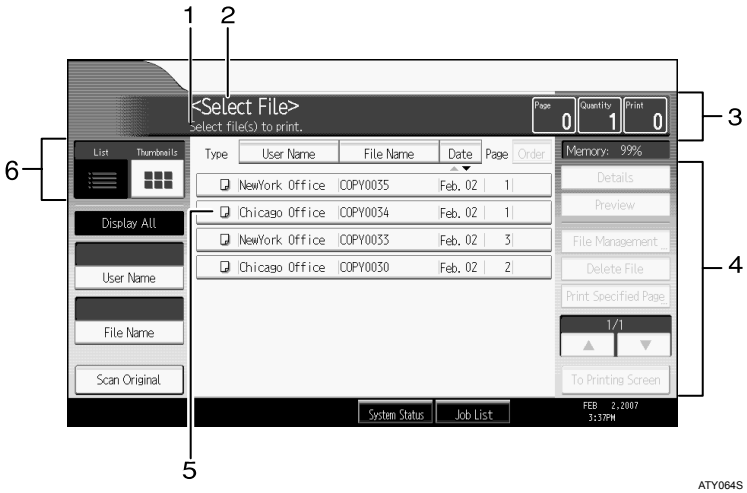
“Sending a Stored File”, Scanner Reference

“Saving and Printing Using the Document Server”, Printer Reference

Document Server Display

Following explains the screens and icons displayed in the Document Server function.

❖ Document Server initial display



1. Displays operational status and messages.

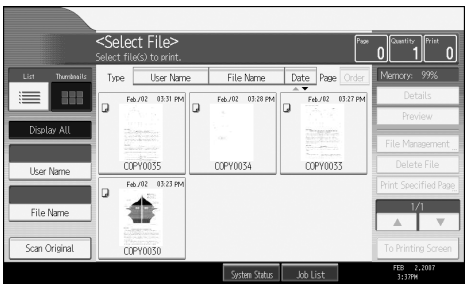
2. Displays the title of the current screen.

3. Displays the numbers of originals stored into the memory, copies set, and copies made.

4. Displays keys for the operation.

5. Displays an icon that indicates the function used to stored the document.

6. Displays keys for switching the display between list and thumbnails. In thumbnail view, miniature images of the stored documents are displayed. This is useful for checking a document's content.



The following icons appear in the list of the Document Server to indicate the function used to store a document.

Function	Copier	Printer
Icons		

Note

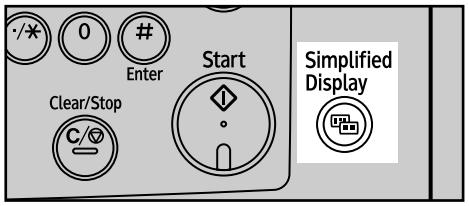
❒ All the stored documents may not be displayed depending on the security function specified.

Simplified Display

This section explains how to switch to the simplified display.

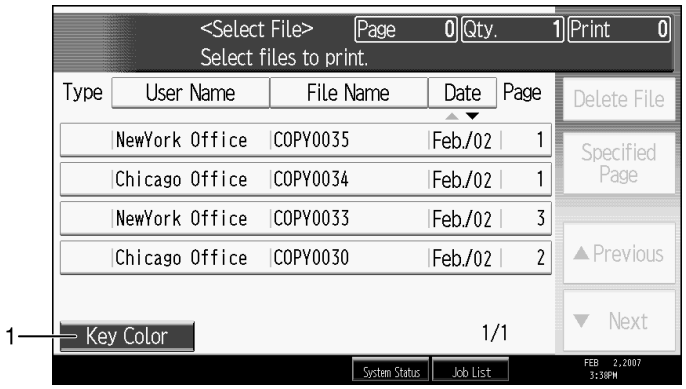
When you press the【Simplified Display】key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



ATY042S

❖ Example of a simplified display



ATY065S

1. **[Key Color]**

Press to increase screen contrast.

This is available only for the simplified display.

Note

❒ To return to the initial display, press the【Simplified Display】key again.

❒ Certain keys do not appear on the simplified display.

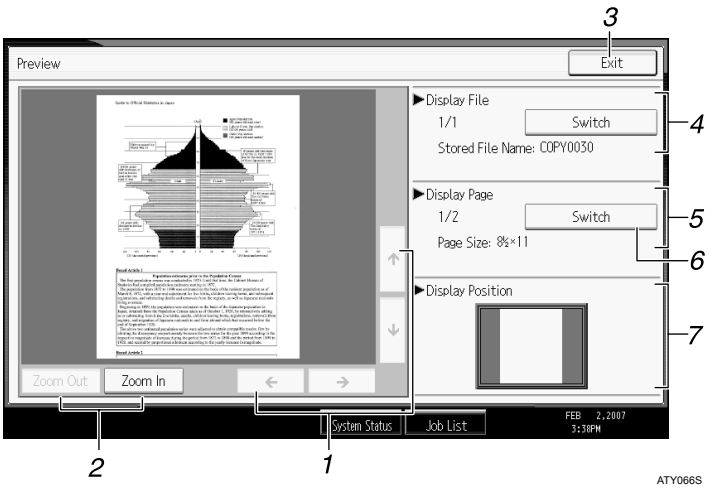
Preview Display

This section explains the items that appear on the preview display and how to preview stored documents.

To preview stored documents, select the documents you want to preview on the Document Server initial display, and then press **[Preview]**. For details, see "Displaying the List of Stored Files", Scanner Reference.

The preview display denotes the screen that allows confirming contents of the scanned documents.

❖ Preview display



1. [←][→][↑][↓]

Moves the display area in the direction indicated by the arrow.

2. [Zoom Out], [Zoom In]

Scales the displayed page down or up.

3. [Exit]

Closes the preview display.

4. Display File

Displays the file name.

If you have selected two or more files for preview, press **[Switch]** to switch between them.

5. Display Page

Displays the number of the currently displayed page, total number of pages, and page size.

6. [Switch]

Flips the page of the selected file.

7. Display Position

Indicates the location of the displayed preview image when the image is enlarged.

Note

❒ When the preview is already selected from another function, the preview display function may become unusable.

❒ The preview display is also not available when the paper size is larger than A2 (C).

Reference

"Displaying the List of Stored Files", Scanner Reference

Using the Document Server

Following describes how to use the Document Server.

Storing Data

Following describes the procedure for storing documents on the Document Server.

Important

- ❒ Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.
- ❒ When entering your password or recording it to your notebook or like, be sure to protect it from being seen by others. Care must also be exercised for safe keeping of its recording paper.
- ❒ Enter the password in the range of four and eight digits.
- ❒ It is advisable not to use the same number such as "0000" or continuous numbers such as "1234" for your password. These numbers are imagine fully and they do not provide sufficient security.
- ❒ When you have selected a stored document using a correct password, it remains being selected after the operation is finished. As is, therefore, the document is left operable to those who don't know the password. After the operation, be sure to press the **【Clear Modes】** key to cancel the selected state of the document.
- ❒ User names registered to the stored documents of the Document Server are used for identifying the documents' authors and the nature of the documents. They don't function as a protective means of confidential documents.
- ❒ When scanning documents by the scanner, make sure that all other operations are ended.

❖ **File Name**

A file name such as "COPY0001" and "COPY0002" is automatically attached to the scanned document. You can change the file name.

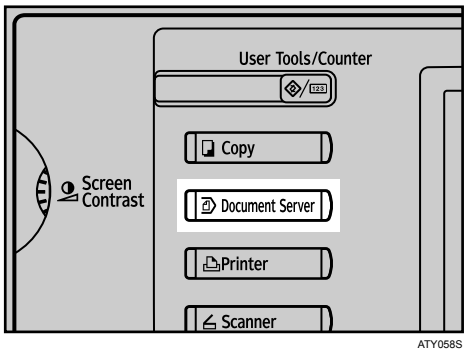
❖ **User Name**

You can specify the user name so that the person or department that has stored the document can be identified. Two approaches are available in specifying the user name. One is specifying the name being registered from the Address Book Management and the other is entering another name.

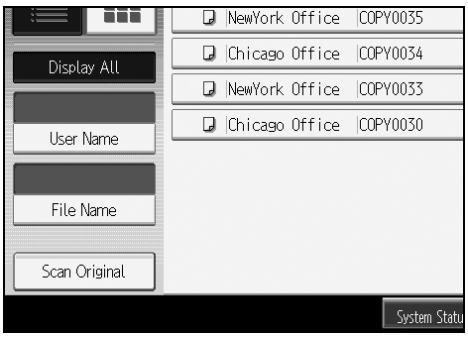
❖ **Password**

You can specify a password for a document to be stored. When a password is set for a document, you are to enter that password for printing the document. Above arrangement prevents unauthorized printing of the document. A key mark will be attached to the document for which a password has been set.

1 **Press the【Document Server】key.**



2 **Press [Scan Original].**



3 **Enter a user name, file name, and password, as required.**

When not changing a file name, the name will be automatically set.

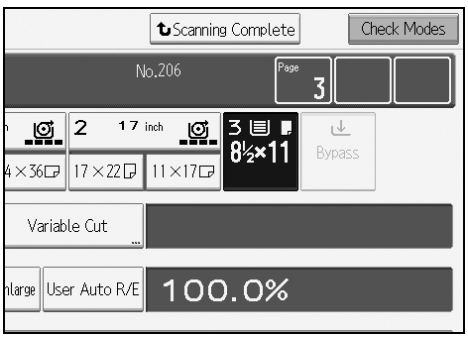
4 **Specify the original scanning conditions.**

5 **Place the original.**

The original feeds into the machine automatically.

If **[Press Start Key]** is selected for **[Feed Start Method]**, scanning starts when you press the【Start】key.

6 **Press [Scanning Complete] after all documents are scanned.**



The scanned documents are stored in the Document Server.

Note

- To interrupt the scan, press the **【Clear/Stop】** key. Pressing **[Continue]** from the confirmation screen resumes the scan. Pressing **[Stop]** deletes the scanned images.
- As a password is set, the key mark will be displayed on the left side of the document.
- According to the factory default, the documents stored on the Document Server are deleted three days (72 hours) after the storing date. You can cancel the automatic document deletion or select other period than three days for the automatic deletion. See "Administrator Tools", General Settings Guide.
- When storing a document, which is not to be automatically deleted in the Document Server, specify **[Off]** for "Auto Delete File in Document Server" before storing the document. If you specify **[On]** for "Auto Delete File in Document Server" after that, Auto Delete File in Document Server will be enabled for the documents being stored after the setting.
- When storing a document in the Document Server after storing it from the copy feature, be sure that its copy is completed.
- Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult the administrator.
- You can enter up to 20 characters for a user name and file name. In the list, however, up to 16 characters are displayed as the user name or file name. If above limits are exceeded, the list will display up to 15 characters for the name.

Reference

"Administrator Tools", General Settings Guide

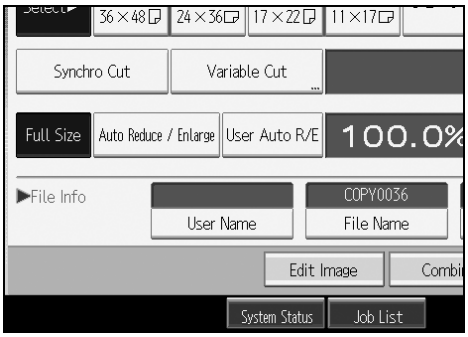
"General Features (System Settings)", General Settings Guide

Registering or changing a user name (When using a user name registered to the Address Book)

Following describes the procedure for registering or changing a user name to be attached to a stored document.

1. **Press [Scan Original].**

2. **Press [User Name].**



The user name input screen will appear.

3. **Select the user name, and then press [OK].**

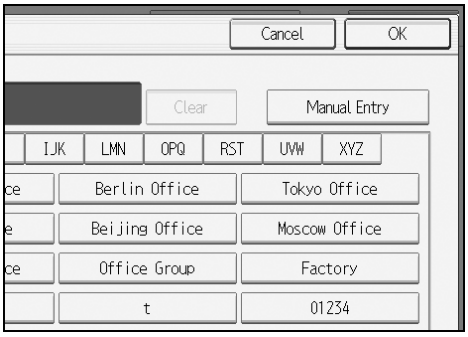
Registering or changing a user name (When using a user name not registered to the Address Book)

Following describes the procedure for registering or changing a user name to be attached to a stored document.

1. **Press [Scan Original].**

2. **Press [User Name].**

3. **Select the user name, and then press [Manual Entry].**



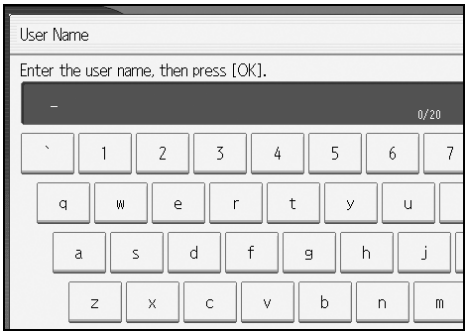
The user name change screen will appear.

4. **Enter the user name, and then press [OK] twice.**

Registering or changing a user name (When no name is registered to the Address Book)

Following describes the procedure for registering or changing a user name to be attached to a stored document.

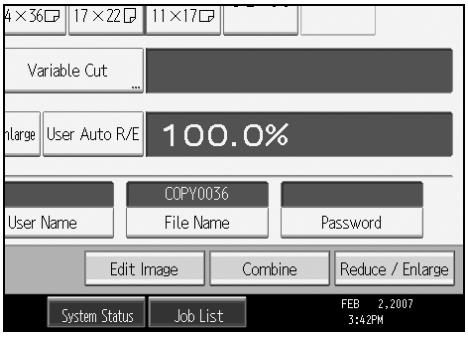
1. **Press [Scan Original].**
2. **Press [User Name].**
3. **Enter the user name, and then press [OK].**



Changing a file name

Following describes the procedure for changing a name to be attached to a stored document.

1. **Press [Scan Original].**
2. **Press [File Name].**



The file name change screen will appear.

3. **Press [Delete All] to delete the file name to be automatically set.**
4. **Enter a file name, and then press [OK].**

Note

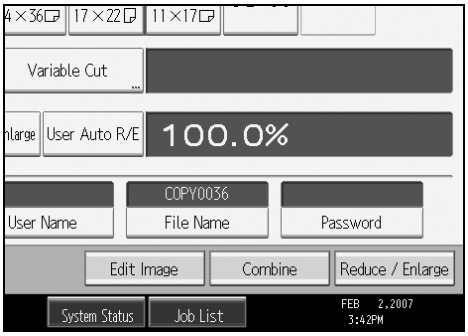
❒ In Step 3, pressing **[Backspace]** allows you to delete up to any desired location.

Registering or changing a password

Following describes the procedure for setting or changing a password to be attached to a stored document.

1. **Press [Scan Original].**

2. **Press [Password].**



3. **Enter the password with the number keys, and then press [OK].**
   You can use four to eight digits for specifying the password.

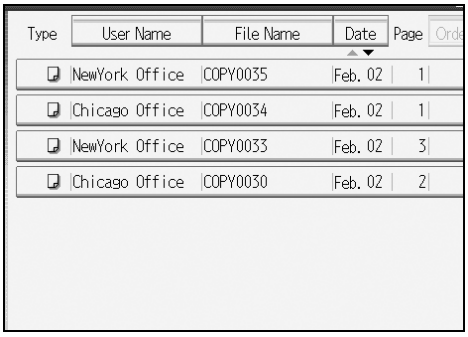
4. **For double-check, enter the password again, and then press [OK].**

Changing User Name, File Name or Password of a Stored Document

Following describes the procedure for changing a user name, file name or password.

1 **Press the 【Document Server】 key.**

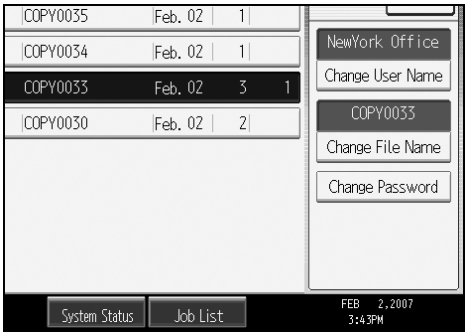
2 **Select the document whose user name, file name or password is to be changed.**



When a password is set, enter it, and then press **[OK]**.

3 **Press [File Management].**

4 **Press [Change User Name], [Change File Name] or [Change Password].**



5 **From the respective change screens, enter a new user name, file name or password, and then press [OK].**

6 **Press [OK].**

Note

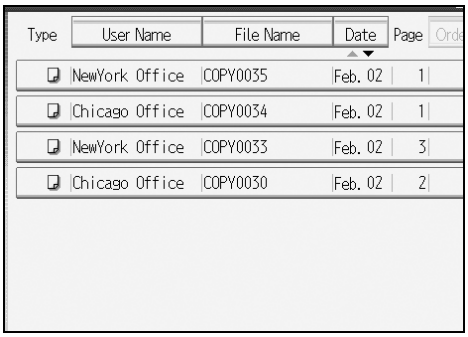
❒ Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult the administrator.

Checking the Details of a Stored Document

Following describes the procedure for displaying details of a stored document.

1 **Press the 【Document Server】 key.**

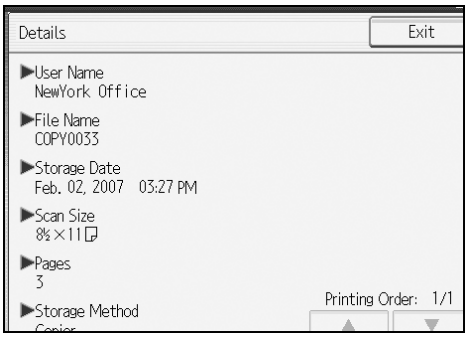
2 **Select the document whose details are to be displayed.**



When a password is set, enter it, and then press **[OK]**.

3 **Press [Details].**

Details of the document will be displayed.



Note

❒ If you have selected multiple documents, press **[▲]** or **[▼]** to view their information.

❒ Pressing **[Exit]** restores the Select File screen.

Searching for a Stored Document

Following describes the procedure for searching a stored document from user name or file name.

You can rearrange the currently chronologically ordered documents in any desired order.

❖ **Searching by file name**
Searches for stored documents by file name.

❖ **Searching by user name**
Searches for stored documents by user name.

Note

❒ Installing DeskTopBinder Lite enables to search and reorder stored documents from computers.

❒ For details about DeskTopBinder Lite, see Instruction Manual and Help of DeskTopBinder Lite.

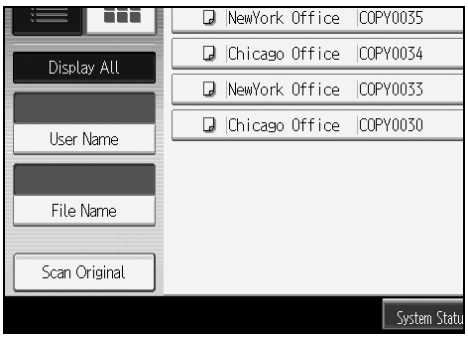
Reference
Instruction Manual and Help of DeskTopBinder Lite

Searching by file name

Following describes the procedure for searching a stored document by the file name.

1 **Press the 【Document Server】 key.**

2 **Press [File Name].**



3 **Enter the file name to be searched, and then press [OK].**

A file name that matches completely from the starting character will be searched and displayed on the screen.

Note

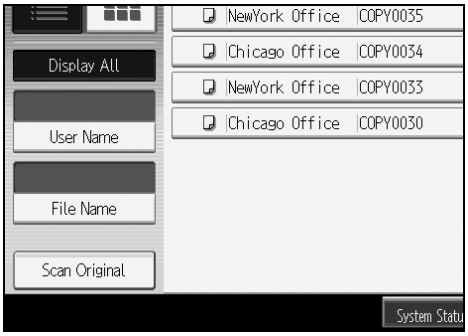
❒ Pressing **[Display All]** displays ever stored document.

Searching by user name

Following describes the procedure for searching a stored document by the user name.

1. **Press the 【Document Server】 key.**

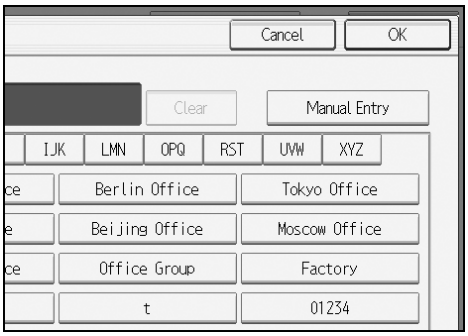
2. **Press [User Name].**



3. **When specifying a registered user name, select the user name.**

   When using a not-registered user name, proceed to the next step.

4. **When the user name is not registered, press [Manual Entry], and then enter the user name from the input screen to be displayed. Then press [OK].**



5. **Press [OK].**

   A file name that matches completely from the starting character will be searched and displayed on the screen.

Note

❒ Pressing **[Display All]** displays ever stored document.

Printing a Stored Document

Following describes the procedure for printing a stored document.

1. **Press the【Document Server】key.**

2. **Select the document to be printed.**

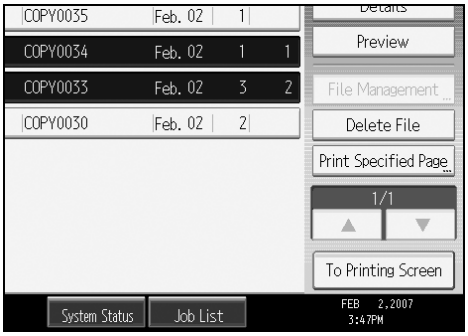
   When a password is set, enter it, and then press **[OK]**.

3. **When printing two or more documents at a time, repeat the operation in step 2.**

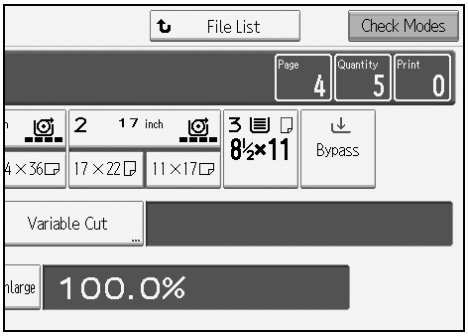
   Up to 30 documents can be selected.

4. **When specifying printing conditions, press [To Printing Screen].**

   The printing condition screen will appear. User name of the document, file name and the order of printing of this document will be displayed.



5. **Enter the number of print copies with the number keys.**



   Up to 99 copies are specifiable.

6. **Press the【Start】key.**

   Printing will be started.

Note

- ❒ You can search the target document using, in step 2, **[User Name]** or **[File Name]** situated in the left side of the screen.
- ❒ In the display order field of step 2, you can sort the documents by **[User Name]**, **[File Name]**, or **[Date]**. Press the item to be used for the sorting.
- ❒ To cancel the selection in step 2, press the highlighted document again.
- ❒ Some of the selected documents may not be printed due to the difference in the size or resolution.
- ❒ To change the printing order, cancel the highlight, and then specify the order correctly.
- ❒ Pressing the **[Clear Modes]** key cancels every selection.
- ❒ Pressing **[Order]** displays the selected documents in the printing order.
- ❒ The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing.
- ❒ When two or more documents are specified, the printing conditions are stored on the first document but not on the succeeding documents.
- ❒ Following settings are available for the printing conditions. For respective printing results, see "Copier Functions".
  - Reduce/Enlarge (Zoom, Fine Magnification, Auto Reduce/Enlarge)
  - Stamp (Background Numbering, Preset Stamp, User Stamp, Date Stamp, Page Numbering)
  - Adjust Print Position
  - Print Output Location
  - Image Density
  - Finishing (Sort, Rotate Sort, Fan Fold)
  - Variable Cut
- ❒ When printing two or more copies while selecting the sort function, you can confirm the finish by printing only one copy.
- ❒ When printing two or more documents at a time, you can print them as a single continuous document by specifying the order of their printing.
- ❒ When printing two or more documents at a time, the printing conditions set for the first document are applied to all the remaining documents.
- ❒ When two or more documents are selected, pressing **[▲]** or **[▼]** allows you to confirm the user name, file name and printing order of the document selected in step 2.
- ❒ Pressing **[File List]** restores the Select File screen.
- ❒ Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, "Displaying a Stored Document with Web Image Monitor".

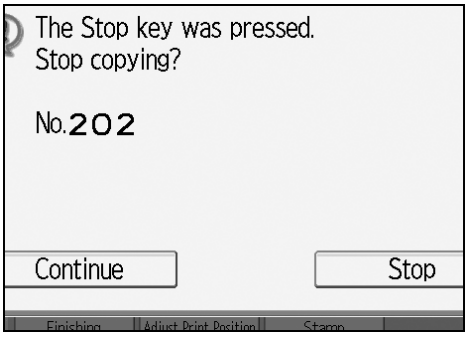
Reference

p.49 “Copier Functions”
p.144 “Searching for a Stored Document”
p.153 “Displaying a Stored Document with Web Image Monitor”

Interrupting a print job

Following describes the procedure for interrupting a print job.

1. **Press the 【Clear/Stop】 key.**
2. **Press [Stop].**



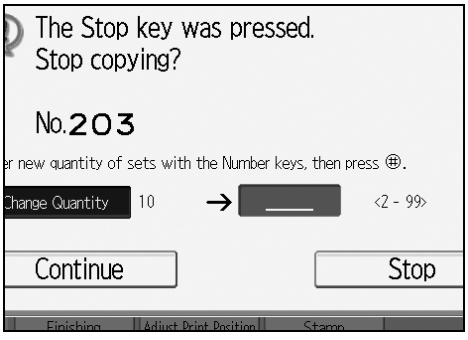
Changing the number of print copies while printing is in progress

Following describes the procedure for changing the number of print copies after printing is started.

Important

❒ This feature is enabled when the sort function is selected in the printing conditions.

1. **Press the 【Clear/Stop】 key.**
2. **Press [Change Quantity].**
3. **Enter the number of print copies anew with the number keys.**



4. **Press the 【#】 key.**

5 **Press [Continue].**

Printing will be resumed.

Note

❒ The range of print copies enterable in step **3** depends on the timing of your pressing the 【Clear/Stop】 key.

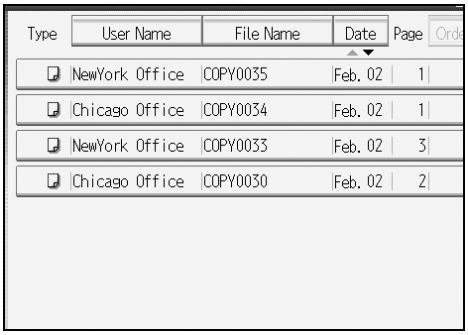
Sample Print

When print copies are massive, you can print a single copy in advance to check the printing order of the selected documents and the printing conditions.

Important

❒ This feature is enabled when the sort function is selected in the printing conditions.

1 **Select the document to be printed.**



When a password is set, enter it, and then press **[OK]**.

2 **Press the 【Sample Copy】 key.**

Only one copy will be printed.

3 **Press [Continue].**

Printing will be resumed.

Note

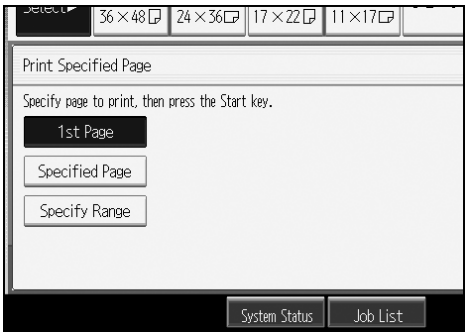
❒ When canceling the printing, press **[Suspend]**. The print screen will appear, enabling to set another item.

Printing the first page

In order to confirm the print results, you can print the first page alone of the document selected on the Select File screen.

When two or more documents are selected, the first page of the respective documents is printed.

1. **Select the document to be printed (confirmed).**
   When a password is set, enter it, and then press **[OK]**.
2. **Press [Print Specified Page].**
3. **Press [1st Page].**

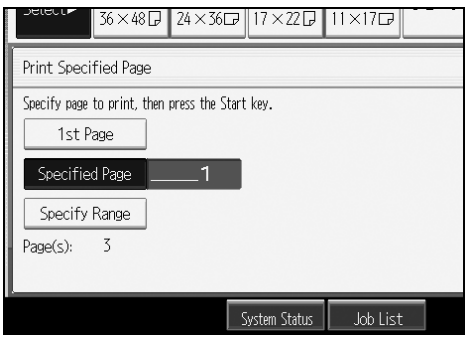


4. **Press the【Start】key.**

Printing a specified page

You can print a specified page alone of the document selected on the Select File screen.

1. **Select the document to be printed.**
   When a password is set, enter it, and then press **[OK]**.
2. **Press [Print Specified Page].**
3. **Press [Specified Page].**
4. **Specify the page to be printed with the number keys, and then press [#].**



5 **Press the [Start] key.**

Printing a specified range

You can print the pages in the specified range alone of the document selected on the Select File screen.

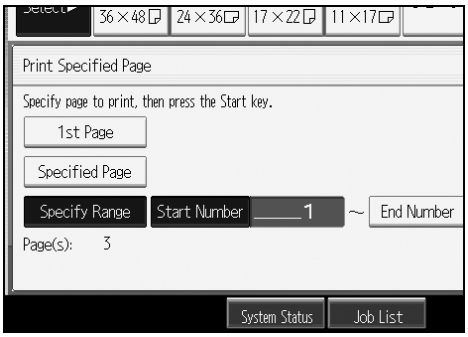
1 **Select the document to be printed.**

When a password is set, enter it, and then press **[OK]**.

2 **Press [Print Specified Page].**

3 **Press [Specify Range].**

4 **Specify the printing start page with the number keys, and then press [#].**



5 **Specify the printing end page with the number keys, and then press [#].**

6 **Press the [Start] key.**

Deleting a Stored Document

Following describes the procedure for deleting a stored document.

Important

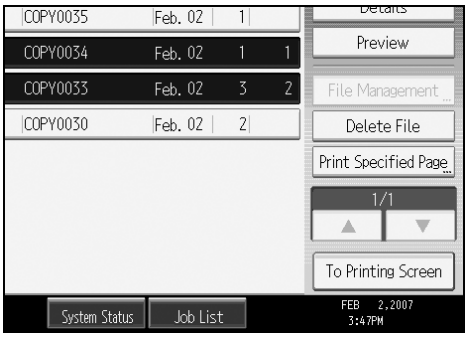
❒ The Document Server can store up to 3000 documents. As the number of stored documents reaches 3000, storing of a new document becomes unavailable. Thus, you should delete unnecessary documents as much as practicable.

1 **Press the 【Document Server】 key.**

2 **Select the document to be deleted.**

When a password is set, enter it, and then press **[OK]**.

3 **Press [Delete File].**



4 **Press [Yes].**

Note

❒ You can delete the all stored documents at a time. See "Administrator Tools", General Settings Guide.

❒ It is also possible to select two or more documents and delete them.

❒ You can search the target document using **[File Name]** or **[User Name]** situated in the left side of the screen.

❒ In the display order field, you can sort the documents by **[User Name]**, **[File Name]**, or **[Date]**. Press the item to be used for the sorting.

❒ When you could not identify the target document from the file name, print the first page alone of the document in order to confirm the print results.

❒ When canceling your selection, press the highlighted document again.

❒ Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, "Displaying a Stored Document with Web Image Monitor".

Reference

p.153 "Displaying a Stored Document with Web Image Monitor"

"Administrator Tools", General Settings Guide

Displaying a Stored Document with Web Image Monitor

Following describes the procedure for confirming contents of a stored document on a computer with Web Image Monitor.

1. **Start a Web browser.**

2. **Enter "http:// (IPv4 address of this machine) /" to the address.**
   The top page of Web Image Monitor will be displayed.

3. **Click [Document Server].**
   The list of documents in the Document Server will be displayed.

4. **Click of the document you want to confirm.**
   Information of the document will be displayed.

5. **Confirm contents of the document.**

Note

- You can change the format of the document list in step 3. Click the (Thumbnails), (Icons), or (Details).
- When you want to enlarge the preview display in step 5, click **[Enlarge Image]**.

Downloading a Stored Document

Following describes the procedure for downloading a stored document to a computer with Web Image Monitor.

Important

❒ When downloading a document stored with the copy feature, you must prepare File Format Converter.

1. **Start a Web browser.**
2. **Enter "http://(IPv4 address of this machine)/" to the address.**

   The top page of Web Image Monitor will be displayed.
3. **Click [Document Server].**

   The list of documents in the Document Server will be displayed.
4. **Click of the document you want to download.**
5. **Select [PDF] or [TIFF] for the file format.**

   The data will be downloaded.
6. **Click [OK].**

Note

❒ You can change the format of the document list in step 3. Click the (Thumbnails), (Icons), or (Details).

This chapter describes the copy machine's specifications and the function compatibility.

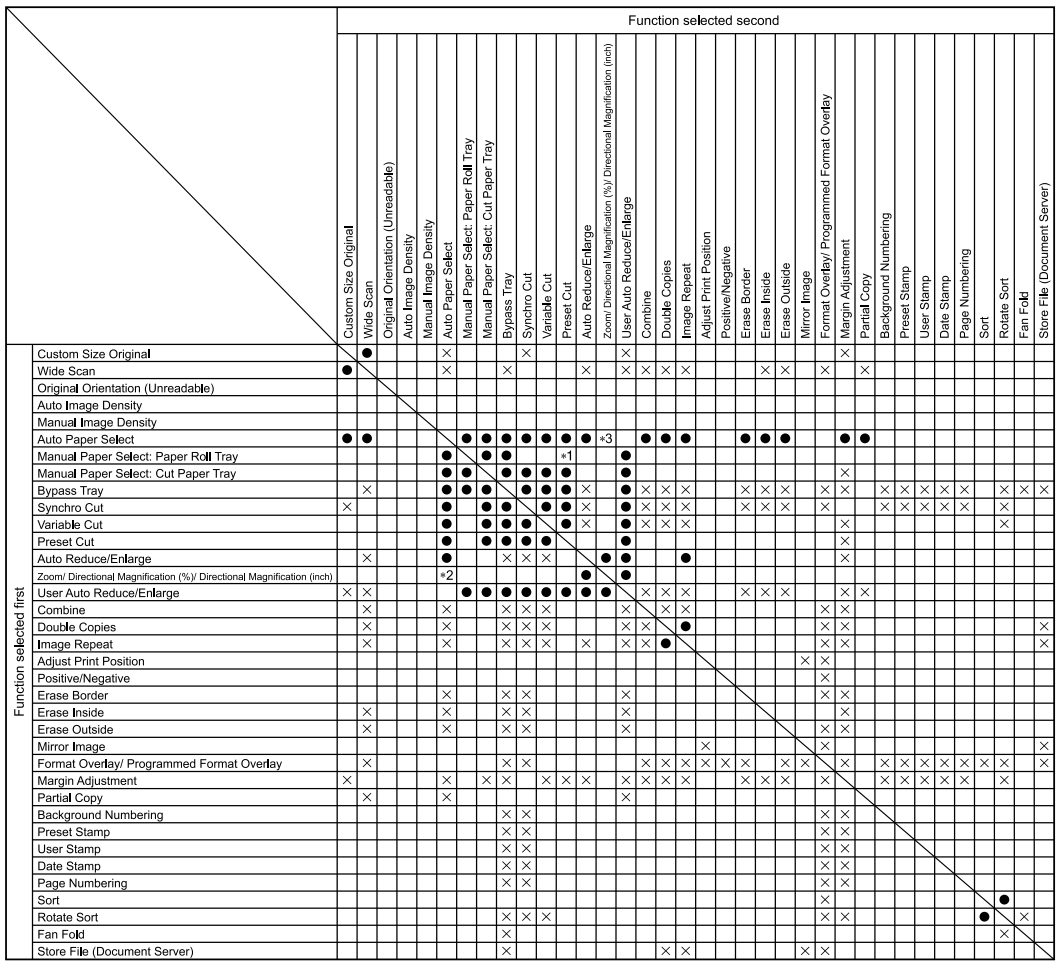
Function Compatibility

The combination chart given below shows which functions can be used together.

Blank space: These functions can be used together.

×: These functions cannot be used together. The function selected first will be the mode you are working in.

•: These functions cannot be used together. The function selected second will be the mode you are working in.



*1 When there is no appropriate preset cut size paper in the selected tray, the function selected first has priority.

*2 When Directional Magnification (%) or Directional Magnification (inch) is selected, the function selected first has priority.

*3 When Directional Magnification (%) or Directional Magnification (inch) is selected, the function selected second has priority.

Supplementary Information

Following describes the detailed specifications of the respective functions.

❖ Job Preset

- When the paper size specified in Job Preset is as the same as that of the copy job in progress, the number of sheets that can be set is as follows:
  A0 (E): 100 sheets
  A1 (D): 100 sheets
  A2 (C): 200 sheets
  A3 (B): 400 sheets
  A4 (A): 400 sheets
- The maximum number of jobs that can be preset is eight.
- You might not be able to specify eight preset jobs if your originals are large.

❖ Bypass Tray Copy

- The paper size that can be loaded in the bypass tray is 210-914 × 257-2000 mm ($8^1/_2$"-36" ×10"-78").

❖ Selecting Copy Paper

- If you change the paper type, copying may take longer to start.
- When Auto Paper Select is selected, copying may take slightly longer since the machine selects the copy paper after scanning the original.

❖ Preset Reduce/Enlarge

- The reproduction ratios you can specify are 25.0-400.0%.
- You can select one of eight preset ratios (four enlargement ratios, four reduction ratios).
- Following shows the relation between the original size and paper size at respective scaling factors.
  - Metric version
    400.0% (Area ratio 16 times): A4→A0
    282.8% (Area ratio 8 times): A3→A0, A4→A1, B4 JIS→B1 JIS
    200.0% (Area ratio 4 times): A2→A0, A3→A1, A4→A2, B3 JIS→B1 JIS, B4 JIS→B2 JIS
    141.4% (Area ratio 2 times): A1→A0, A2→A1, A3→A2, A4→A3, B2 JIS→B1 JIS, B3 JIS→B2 JIS, B4 JIS→B3 JIS
    70.7% (Area ratio $^1/_2$ times): A0→A1, A1→A2, A2→A3, A3→A4, B1 JIS→B2 JIS, B2 JIS→B3 JIS, B3 JIS→B4 JIS
    50.0% (Area ratio $^1/_4$ times): A0→A2, A1→A3, A2→A4, B1 JIS→B3 JIS, B2 JIS→B4 JIS
    35.4%: A0→A3, A1→A4, B1 JIS→B4 JIS
    25.0%: A0→A4

- Inch version (Engineering)
  400.0% (Area ratio 16 times): A → E
  258.8%: A → D, B → E
  200.0% (Area ratio 4 times): A → C, B → D, C → E
  129.4%: A → B, B → C, C → D, D → E
  64.7%: B → A, C → B, D → C, E → D
  50.0% (Area ratio $^1/_4$ times): C → A, D → B, E → C
  32.4%: D → A, E → B
  25.0%: E → A
- Inch version (Architecture)
  400.0% (Area ratio 16 times): A → E
  266.7%: A → D, B → E
  200.0% (Area ratio 4 times): A → C, B → D, C → E
  133.3%: A → B, B → C, C → D, D → E
  66.7%: B → A, C → B, D → C, E → D
  50.0% (Area ratio $^1/_4$ times): C → A, D → B, E → C
  33.3%: D → A, E → B
  25.0%: E → A

- You can select a ratio regardless of original or paper size, or paper roll cut method. With certain ratios, parts of the image might not be copied or margins will appear.

❖ Zoom

- The reproduction ratios you can specify are 25.0-400.0%.
- You can select a ratio regardless of original or paper size, or paper roll cut method. With certain ratios, parts of the image might not be copied or margins will appear.

❖ Size Magnification

- The reproduction ratios you can specify are 25.0-400.0%.
- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Directional Magnification (%)

- The reproduction ratios you can specify are 25.0-400.0%.
- You can enter a ratio regardless of original or paper size, or paper roll cut method. With certain ratios, parts of the image might not copy or margins will appear.
- You cannot use Directional Magnification (%) if Auto Paper Select is selected.

❖ Directional Magnification (inch)

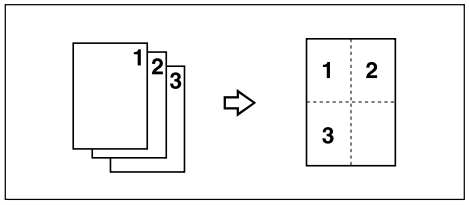
- The reproduction ratios automatically selected by the machine are 25.0-400.0%.
- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted within the available range. With certain ratios, parts of the image might not copy or margins will appear.
- You cannot use Directional Magnification (inch) if Auto Paper Select is selected.

❖ Fine Magnification

- Depending on the image patterns of the originals, moiré patterns may be noticeable, or the image quality may deteriorate.

❖ Combine

- The machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.
- If the number of originals placed is less than the number specified for Combine, the last page segment is left blank as shown.



❖ Erase Border

- You can specify the width of the erased border margins from 2 to 99 mm (0.1" to 3.9") in increments of 1 mm (0.1").

❖ Erase Inside

- By combining “Erase Inside 1”-“Erase Inside 5”, you can erase up to 5 areas at the same time.

❖ Margin Adjustment

- You can specify margins from 0 to 200 mm (0 to 7.9") in increments of 1 mm (0.1").
- If you set the margin too long for the original, parts of the image might not be copied.

❖ Background Numbering

- A pattern-like image may appear in the area where an original's image overlaps the background number.

❖ Preset Stamp

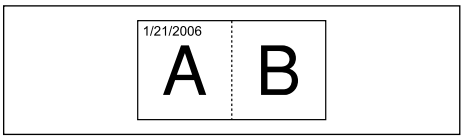
- You can stamp onto paper sizes up to A0 (E).
- You can change the default settings of the stamp with User Tools. Depending on settings, image density may change.
- Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.
- When you set the stamp position to "Bottom Left", "Bottom Center", or "Bottom Right", and then use Rotate Sort or Rotate Copy, the stamp position may shift.

❖ User Stamp

- You can stamp onto paper sizes up to A0 (E).

❖ Date Stamp

- You can stamp onto paper sizes up to A0 (E).
- When using Combine mode, the date stamp is printed as follows:



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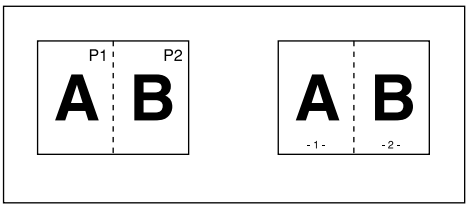
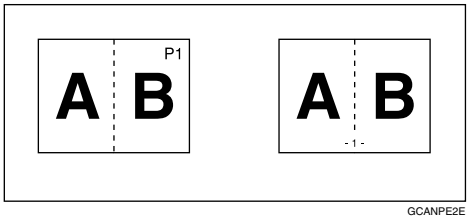
❖ Page Numbering

- You can stamp onto paper sizes up to A0 (E).
- When using Combine mode, page numbers are printed as follows:
  [Per Original] is selected in User Tools:



GCANPE0E

[Per Copy] is selected in User Tools:



GCANPE2E

❖ Image Repeat

- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.
- You can use Image Repeat for paper sizes up to A0 (E).
- When using Image Repeat with Adjust Print Position together, the repeated images will be shifted as a whole.

❖ Double Copies

- You can copy an image up to A1 (D) with Double Copies. You can use paper sizes up to A0 (E) ⊐.

❖ Format Overlay

- When the sizes of the format (background original) and original to be overlaid on the format are different, the image is created at the size of the overlaid original.
- You can use Format Overlay for paper sizes up to A0 (E).
- When scanning a format (background original), the output image may be blurred. If this happens, copy the format, and then use it as the background original.
- When using Format Overlay, image quality may deteriorate.
- You cannot change the image density of a format (background original). To achieve a desired image density, scan an original with the image density changed beforehand.

❖ Adjust Print Position

- You can shift the image from 0 to 200 mm in 1 mm increments (0 to 7.9" in 0.1" increments).
- When using Stamp and Adjust Print Position together, the stamp position does not move.
- You can use Adjust Print Position for paper sizes up to A0 (E).
- If you set the margin too long for the original, parts of the image might not be copied.

❖ Sort, Rotate Sort

- You can use Sort for copy sizes up to A0 (E).
- You can use Rotate Sort for copy sizes up to A1 (D).
- The number of originals that can be scanned for Sort and Rotate Sort is as follows:
  A0 (E): 100 sheets
  A1 (D): 100 sheets
  A2 (C): 200 sheets
  A3 (B): 400 sheets
- You can use the following paper sizes with Rotate Sort:
  - Metric version
    420 mm × 297 mm (A3)
    594 mm × 420 mm (A2)
    841 mm × 594 mm (A1)
    515 mm × 364 mm (B3 JIS)
    728 mm × 515 mm (B2 JIS)
  - Inch version (Engineering)
    11" × 17" (B)
    17" × 22" (C)
    22" × 34" (D)
  - Inch version (Architecture)
    12" × 18" (B)
    18" × 24" (C)
    24" × 36" (D)

Scan Size Limitations, by Function

The following chart shows scan size limitations for the Adjust Print Position, Margin Adjustment, Edit, and Stamp functions.

Function		Scan size limitation
Adjust Print Position		A0 (E) or smaller
Margin Adjustment		15 m or smaller
Format Overlay		A0 (E) or smaller
Erase	Erase Inside	A0 (E) or smaller, 5 locations
Erase	Erase Outside	A0 (E) or smaller
Erase	Erase Border	A0 (E) or smaller
Erase	Erase Inside, Erase Border, and Format Overlay Combinations	A0 (E) or smaller
Erase	Erase Outside and Format Overlay Combinations	A0 (E) or smaller
Positive/Negative		15 m or smaller
Mirror Image		15 m or smaller
Double Copies		A1 (D) (when A0 (E) paper is selected)
Image Repeat	with no other modes	A0 (E) or smaller
Image Repeat	with Erase Border	A0 (E) or smaller
Image Repeat	with Format Overlay	A0 (E) or smaller
Stamp		A0 (E) or smaller

Settings Record Sheet

❖ Program Record Sheet

Program No.	Original name	Function 1	Function 2	Function 3	Function 4	Function 5
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

AHD014S

Print this sheet to keep a record of your program settings.

❖ Stored Format Record Sheet

Format No.	Original name	Note	Date	User
1				
2				
3				
4				

AHD015S

Print this sheet to keep a record of your format settings.

❖ User Stamp Record Sheet

Record No.	Corporation/section/project...etc	Stamp image	Date	User
1				
2				
3				
4				

ATY031S

Print this sheet to keep a record of your user stamps.

Magnification Ratio Chart

❖ Metric version (A series)

	%	Copy size				
		A0	**A1**	**A2**	**A3**	**A4**
Original size	A0	100.0	70.7	50.0	35.4	25.0
	A1	141.4	100.0	70.7	50.0	35.4
	A2	200.0	141.4	100.0	70.7	50.0
	A3	282.8	200.0	141.4	100.0	70.7
	A4	400.0	282.8	200.0	141.4	100.0

❖ Metric version (B series)

	%	Copy size			
		B1 JIS	**B2 JIS**	**B3 JIS**	**B4 JIS**
Original size	B1 JIS	100.0	70.7	50.0	35.4
	B2 JIS	141.4	100.0	70.7	50.0
	B3 JIS	200.0	141.4	100.0	70.7
	B4 JIS	282.8	200.0	141.4	100.0

❖ Inch version (Engineering)

	%	Copy size				
		E	**D**	**C**	**B**	**A**
Original size	E	100.0	64.7	50.0	32.4	25.0
	D	129.4	100.0	64.7	50.0	32.4
	C	200.0	129.4	100.0	64.7	50.0
	B	258.8	200.0	129.4	100.0	64.7
	A	400.0	258.8	200.0	129.4	100.0

❖ Inch version (Architecture)

	%	Copy size				
		E	**D**	**C**	**B**	**A**
Original size	E	100.0	66.7	50.0	33.3	25.0
	D	133.3	100.0	66.7	50.0	33.3
	C	200.0	133.3	100.0	66.7	50.0
	B	266.7	200.0	133.3	100.0	66.7
	A	400.0	266.7	200.0	133.3	100.0

Measure Chart

❖ Metric version

	Width × Length (mm)
A0	841 × 1189
A1	594 × 841
A2	420 × 594
A3	297 × 420
A4	210 × 297
B1 JIS	728 × 1030
B2 JIS	515 × 728
B3 JIS	364 × 515
B4 JIS	257 × 364
B1 ISO	707 × 1000

❖ Inch version (Engineering)

	Width × Length (inches)
E	34 × 44
D	22 × 34
C	17 × 22
B	11 × 17
A	$8^1/_2 \times 11$

❖ Inch version (Architecture)

	Width × Length (inches)
E	36 × 48
D	24 × 36
C	18 × 24
B	12 × 18
A	9 × 12

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

In accordance with IEC 60417, this machine uses the following symbols for the anti-humidity heater switch:

| means POWER ON.

○ means POWER OFF.

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